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GOVERNMENT OF MEGHALAYA

DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES

NOTIFICATION

The 16th August, 2022.

No.PDS.12/2014/Pt/324. – The Meghalaya Prisons Manual is hereby published for general information. It shall come into force with effect from the date of its notification in the Official Gazette.

VOLUME - I

INTRODUCTION

This Volume of the Meghalaya Prison Manual relates to the administration and management of prisons and issues related thereto.

The duties of various categories of officers and staff of the Prisons & Correctional Services have been laid down to deal with circumstances and situations hitherto not provided for. It is their responsibility to rely on their sagacity and wisdom gained through years of professional experience in the service to deal with the situations appropriately, in accordance with the provisions of the law of the land.

The Manual has a good number of chapters that contain rules governing the approach to dealing with the prisoners from the standpoint of human rights and in the light of the Orders and Judgments of the Hon'ble Supreme Court of India, for instance, on matters such as correctional service, overcrowding, humane approach to handling prisoners, skill development of the inmates

and a host of other key issues which aim at making the prison a place of correcting the individual prisoners so as to render them ready to be assimilated to the society through a process of re-integration and rehabilitation.

Various State Government instructions and circulars issued by the Central Government have also found their way into the Manual, e.g., regulations that pertain to the High Security area of the prison.

There is no doubt that prison administration and management has emerged as one of the most important cogs in the criminal justice system. It is therefore vital that prison administration and management be effective, the responsibility for which rests upon the prison officials under the supervision of able leadership.

T. LYGWA,

Secretary to the Government of Meghalaya,
Department of Prisons & Correctional Services.

CHAPTER - I

DEFINITIONS, CATEGORIZATION OF PRISONERS, ETC.

1. Definitions

In this Manual unless the context otherwise requires:

“ASSISTANT INSPECTOR GENERAL” means the Assistant Inspector General & Correctional Services.

“BAIL APPLICATIONS” include applications moved u/s 436A, 437 Cr.P.C. and 439 Cr.P.C. apart from other provisions pertaining to technical bail under the Cr.P.C., namely bail under proviso to Sections 167 and 437 (6) Cr.P.C. and similar provisions in other special enactments.

“CHAKKAR/ INTERNAL CONTROL ROOM” means the place where control of the internal administration of the prison is effected.

“CODE” means the Code of Criminal Procedure, 1973 as amended from time to time.

“COMPETENT AUTHORITY” means the Government or any other authority or officer having jurisdiction and due legal authority to deal with a particular matter in question as referred to in this Manual, to whom the relevant powers may be delegated by the Government.

“CONVICTED CRIMINAL PRISONER” means any criminal prisoner under sentence of a court or court martial and includes a person detained in prison under the provisions of Chapter VII of the Code of Criminal Procedure, 1973 (2 of 1974).

“CORRECTIONAL ADMINISTRATION” means the administration of services aimed at the reformation and rehabilitation of offenders.

“CORRECTIONAL PERSONNEL” means the personnel engaged for correctional purposes in the Department of Prisons & Correctional Services.

“COURT” includes a coroner and any officer lawfully exercising civil, criminal or revenue jurisdiction.

“CRIMINAL PRISONER” means any prisoner duly committed to custody under the writ, warrant or order of any court or authority exercising criminal jurisdiction or by order of a court martial.

“DEODHY” means the main gate/ administrative block of the prison.

“DETENUE” means any person detained in prison on the orders of the competent authority under the relevant preventive laws.

“DIRECTOR GENERAL” means the Director General & Correctional Services.

“ENCLOSURE” means an area surrounded by fences or walls in the prison.

“E-PRISON” Portal/ Prison Management System (PMS) means the E-Prison Portal developed by the National Informatics Centre (NIC) under the directives of the Ministry of Home Affairs and includes stand-alone software developed by States for their prisons.

“GERIATRIC PRISONER” means a prisoner who is 60 years of age or above and medically unable to manage his daily affairs independently without assistance.

“GOVERNMENT” means the Government of Meghalaya.

“HABITUAL OFFENDER” or habitual Criminal means –

- a. Any person convicted of an Offence whose previous conviction or conviction under Chapter XII, XVI, XVII of the Indian Penal Code, 1860 taken by themselves or with the facts of the present case show that he habitually commits an offence punishable under any or all of the previous mentioned chapters;
- b. Any person committed to or detained in prison under Section 22 (read with Section 110) of the Code of Criminal Procedure, 1973;
- c. Any person convicted of any of the offences specified in (a) above when it appears from the facts of the case that he is by habit, a member of a gang of dacoits or thieves or a dealer in stolen property although no previous conviction has been awarded;
- d. Any person convicted by a Court or Tribunal acting outside India, of an offence which would have rendered him liable to be classified as a habitual criminal, if he had been convicted in a Court established in India. Explanation: For the purpose of this definition, the word “conviction” shall include an order made under Section 117, read with Section 110 of the Code of Criminal Procedure, 1973.

“HISTORY TICKET” means the ticket exhibiting such information as is required in respect of each prisoner.

“IMPRISONMENT” is as defined in the Indian Penal Code, 1860.

“INSPECTOR GENERAL” means the Inspector General & Correctional Services.

“INSTITUTION” means a place where prisoners are lawfully confined, including a prison.

“INTERVIEW” includes the meeting of prisoners with their relatives/ family and acquaintances.

“MAGISTRATE” means any person exercising all or any of the powers of a Magistrate under the Code.

“MEDICAL OFFICER” means a qualified Medical and Health Officer appointed by the Government.

“MEDICAL SUBORDINATE” means a qualified medical assistant.

“MILITARY PRISONER” means a prisoner convicted by Court Martial.

“NOTIFICATION” means a notification published in the official Gazette of Meghalaya.

“OFFENCE” means any act or omission made punishable by any law for the time being in force.

“OPERATIONAL CAPACITY” means the number of inmates that can be accommodated based on a facility's infrastructure, staff, existing programmes and services.

“PRISONER/ INMATE” means any person confined in prison under the order of a competent authority. ‘Prisoners with special needs’ means prisoners who have the propensity to inflict self-harm, have suicidal tendencies and/ or are suffering from addiction and/ or substance abuse, differently-abled persons or transgenders.

“PRISON” includes the Central Prison and the District Prison and means any place used under the general or special orders of the Government for the permanent or temporary detention of prisoners and includes all land, buildings and appurtenances thereto but does not include:

- a. Any place intended for the confinement of prisoners who are exclusively in the custody of police:
- b. Any place specially appointed by the Government under Section 417 of the Code of Criminal Procedure 1973 (2 of 1974):
- c. Any place which has been declared by the Government by general or special orders to be a special prison.

“PROHIBITED ARTICLE” means an article, the introduction or removal of which into or out of a prison is prohibited.

“REMAND PRISONER” means a person who has been remanded by court to prison, pending investigation by the police.

“SECRETARY District Legal Service Authorities (DLSA)” means the Secretary of the concerned District Legal Services Authority appointed under Section 9(3) of the Legal Service Authorities Act, 1987 or any other officer officiating as such Secretary.

“SECURITY PRISONER” means any prisoner against whom there is a threat from any person.

“SUBORDINATE OFFICER” means every non-gazetted officer serving in the prison.

“SUPERINTENDENT” means the officer who is appointed by the Government to head a Prison & Correctional Home and includes the Deputy Superintendent and officers in charge of the prison.

“UNDER-TRIAL PRISONERS” means persons who have been committed to judicial custody pending investigation or trial by a competent authority and includes inmates who are out on interim bail.

“UNDER TRIAL REVIEW COMMITTEE” (UTRC) means the Under Trial Review Committee chaired by the District & Sessions Judge consisting of the District Magistrate, Superintendent of Police, Secretary, District Legal Services Authorities (DLSA) and the Superintendent of the prison concerned, as members.

“WELFARE OFFICER” means an officer appointed as such by the State Government to undertake welfare and rehabilitation work under the relevant Acts and rules made there-under.

“WICKET GATE” means the small window of the main gate through which all staff and inmates are allowed in or out of the prison.

“YARD” means a piece of enclosed ground attached to a ward in a prison, where prisoners may undertake several activities, viz., recreational activities, exercises, etc., at certain times.

“YOUNG OFFENDER” means a prisoner who is above 18 years of age but has not attained the age of 21 years.

Words and expressions used herein and not defined but defined in any other Act or Statute shall have the same meaning respectively assigned to them in those enactments.

2. Categorization of prisoners

- i. Prisons' administration will ensure separation of the following categories of prisoners:
 - a. Women and transgenders
 - b. Young offenders
 - c. Under-trials
 - d. Convicts
 - e. Detenues
 - f. High-risk offenders.
- ii. Separate institutional facilities for different categories of prisoners should be provided as follows:
 - a. Prison annexes/ yards for under-trial prisoners.
 - b. Maximum security prisons/ annexes/ yards for high-risk prisoners and hardened or habitual offenders.
 - c. Prisons /annexes/ enclosures for women prisoners and transgenders.
 - d. Prisons/ annexes/ yards for young offenders.
 - e. Prison annexes/ yards for those suffering from infectious diseases.
 - f. Prison annexes/ yards for drug and substance abuse offenders.
- iii. It shall be the responsibility of the Superintendent to ensure that there is no intermingling of one class of prisoners with prisoners of other classes.
- iv. Under-trials and detenues should be lodged in separate enclosures, away from convicted prisoners.

3. Prison Architecture

- i. New prisons and building infrastructure will be decided on the basis of the functions which the institution has to perform like training, treatment, etc.
- ii. The requirement of segregation of inmate groups within an institution in accordance with the prescribed principles of classification will be provided for, in every building plan.
- iii. The requirement for administration and supervision will also be taken into account while planning prisons.
- iv. Prisons will not be located in/ near congested areas.
- v. It should be ensured that appropriate provisions are made for access to and within the prison premises by differently-abled persons, in accordance with the Rules in force.

4. Site Selection Committee

- i. The Site Selection Committee to select a site for setting up a new institution shall take the following factors into consideration:
 - a. transport facilities
 - b. water supply
 - c. electricity supply
 - d. connections with high power electric transmission lines
 - e. drainage and sewage
 - f. communication facilities (such as posts, telephones and internet)
 - g. climatic conditions
 - h. facilities for the purchase of institutional supplies
 - i. the location of other institutions such as courts, hospitals, mental health centres, educational facilities for children of prison personnel, etc., so that as far as possible, they are within easy reach.
- ii. No building or temporary structure or any installation or any electronic towers etc., other than those used by the prison, may be constructed within 150 mtrs of the prison wall of a Central Prison and within 100 mtrs of the prison wall of a District Prison.
- iii. It should be ensured that the prison shall make provision for:
 - a. adequate protection to society through the establishment of security conditions; and
 - b. adequate resources which would be necessary for the successful implementation of various correctional programmes.
- iv. There will be enough open space inside the perimeter wall to allow proper ventilation and sunlight. The area enclosed within the four walls of a prison will not be less than 83.61 sq. mtrs per head of the total capacity. Where land is scarce, the minimum area per prisoner will be 62.70 sq. mtrs.
- v. No building inside a prison complex should be nearer than 50 mtrs from the perimeter wall.

5. Requirement for women prisoners and transgenders

- i. Central and district prisons will have a separate enclosure for women prisoners and transgenders.
- ii. It should be ensured in the architectural planning of the prison building that female prisoners do not come within view of male prisoners during their passage to and from the women's enclosures. These enclosures will have a double lock system – one lock on the outside and the other on the inside, the key of the latter always in the custody of a female guard inside.

- iii. Women prisoners will be extended all the requisite facilities to meet their special needs such as their segregation and protection, pregnancy, child-birth and family care, health care, training and rehabilitation, etc.

6. Standardization of accommodation

- i. It should be ensured that prison accommodation shall be as per the standards prescribed for floor space, lighting, ventilation, climatic protection, etc.
- ii. All construction in prison complexes will adhere to ISI standards.
- iii. A special cell to be headed by the Director/ Inspector General will be set up at the office of the Director/ Inspector General, to plan, monitor and supervise all constructions and repair works in the prisons. The annual Budget Estimate for the construction and repair of prison buildings, Land Acquisition, etc., will be prepared by this cell and submitted to the office of the Chief Engineer, PWD (Buildings) by the Director/ Inspector General.

7. Organizational Set Up

The organizational set-up of the Department of Prisons and Correctional Services will be as follows:

- 1. Director / Inspector General
- 2. Assistant Inspector General
- 3. Superintendent
- 4. Deputy Superintendent
- 5. Assistant Superintendent
- 6. Medical and Health Officer
- 7. Counsellor
- 8. Ministerial/ Prisons staff
- 9. Para medical staff
- 10. Other supporting staff

CHAPTER – II **DUTIES OF THE DISTRICT MAGISTRATE & OFFICERS AND STAFF OF THE** **PRISONS & CORRECTIONAL SERVICES**

1. Duties of the Director/ Inspector General

The Director/ Inspector General & Correctional Services is the Head of the Department. His duties and responsibilities are as follows:

- i. control and superintendence over all prisons in the State;
- ii. implementation of the provisions of Acts and Rules made there-under, applicable to prisons;
- iii. ensuring proper training of the prison personnel;

- iv. review of the training needs of the Prisons and Correctional Services' officers and staff, keeping in view changing social conditions, introduction of new scientific techniques and other related aspects;
- v. preparation/ updation of the Training Module including courses, syllabi, curriculum etc., for the training of the officers and staff at various levels;
- vi. supervising the deployment of staff in the prisons headquarters and in various prisons;
- vii. ensuring that the discipline, functions and lines of hierarchical authority and command of the personnel are maintained;
- viii. all establishment matters of the prison officers and staff;
- ix. inspection of prisons at least once a year;
- x. ensuring compliance with Financial, Service and Disciplinary rules;
- xi. proper maintenance of accounts and Accounting and Financial procedures;
- xii. proper preparation of the Budget Estimate;
- xiii. attending to applications and addressing grievances;
- xiv. ensuring provision of good quality food and medical care in the prisons;
- xv. equipping the library in the prisons with relevant newspapers, law-books, journals and the latest instructions and advisories from the National/ Meghalaya Human Rights Commission;
- xvi. according permission for visits to prisons by organizations imparting religious and moral education and by research and legal scholars of Indian nationality for academic and research purposes, on the recommendation of the concerned Head of Department.

2. Memorandum of inspection to be supplied to the Superintendent

After every inspection of a prison, the Director/ Inspector General shall provide a copy of the Inspection Note to the Superintendent of the prison. Emphasis should be given to the following issues;

- i. over-crowding
- ii. delay in trial
- iii. torture and ill-treatment
- iv. health and hygiene
- v. food and clothing
- vi. communication with family and friends
- vii. lapses in the performance of duty by the officers and staff

viii. any other issue deemed worthy of note.

3. Power to order transfer of prisoners

The Director/ Inspector General may order the transfer of prisoners from one prison to another within the State on his own motion or under orders issued by the State Government under Section 29 (1) of the Transfer of Prisoners Act, 1950 to a prison in any other State. He may also sanction the removal of prisoners from the permanent buildings of any prison to temporary quarters during emergencies.

4. Submission of the Annual Administration Report

- i. The Director/ Inspector General must submit to the Government in the prescribed Form, a detailed Annual Administration Report (AAR) of the preceding year, on or before the 15th day of April every year.
- ii. The information in the AAR should be brief and to the point.
- iii. The copies of the materials and reports received from districts, units and organizations should be summarized to form part of the AAR and not attached with the AAR.

5. Special report in certain cases

Where improvement in matters such as infrastructure and facilities to be provided are considered necessary, the Director/ Inspector General will submit to the Government a special report with a proposal for effecting such improvement.

6. Duties of the Assistant Inspector General

- i. supervise the functioning of the Superintendents and other officers subordinate to him and ensuring completion of all tasks assigned to them;
- ii. monitor the progress of the action taken on the 'Note of Inspection' recorded by the Director/ Inspector General on his/ her inspection of the prisons and inquiring into the reasons for non-compliance and/ or delay which shall be included in his inspection report together with his findings;
- iii. inspect the prisons at least once every quarter or as frequently as directed by the Director/ Inspector General;
- iv. overall responsibility for probation services, welfare services, educational services, vocational training or skill development, premature release, recommendation of leave, rehabilitation services, etc., for all prisons;
- v. all Human Rights issues and legal issues of the Department including appearance in courts, processing replies to PILs/ Other Writ matters, etc.;
- vi. act as DDO of the Directorate of Prisons & Correctional Services;

- vii. supervise all administrative work in the Directorate of Prisons & Correctional Services;
- viii. function as the Protocol Officer of the Department;
- ix. oversee the welfare activities of prisoners including sports and recreational activities and be responsible for health care facilities for the prisoners and prison staff;
- x. oversee the reformation/ rehabilitation/ correctional programmes for the prisoners;
- xi. check and monitor the performance of duty by the officers and staff including the conduct of surprise visits of the prisons at odd hours;
- xii. maintain a library of law books, journals and important Judgments of Courts for referral and consultation;
- xiii. keep proper records of receipts and dispatches of petitions submitted by the prisoners including their timely receipt and despatch.

7. General duties in prisons and correctional homes

- i. 'Locking-up' and 'locking-out' of the prison;
- ii. proper maintenance and sanitation of wards;
- iii. proper accounting and maintenance of Government property and their inventories;
- iv. timely submission of reports and returns;
- v. maintenance of journals in which all important occurrences are recorded;
- vi. issue of stationery to prisoners to enable them to communicate with their relatives or friends;
- vii. safe custody of prisoners;
- viii. distribution of food to prisoners;
- ix. conduct of search of prisoners as well as their barracks/ cells to ensure that they are not in possession of prohibited articles;
- x. production of prisoners before the courts on the dates and time fixed;
- xi. ensuring that there is no illegal detention of prisoners;
- xii. proper maintenance of sanitary, electrical and other equipment in the prison complex;
- xiii. proper monitoring and maintenance of the CCTV system, the e-prisons system, the video conferencing system, inmate phone calling system, etc.;
- xiv. provision of medical aid to prisoners including their hospitalization if required;
- xv. provision of legal aid to prisoners and timely dispatch of all petitions and appeals of prisoners;

- xvi. distribution of clothing, bedding and other necessities to the prisoners;
- xvii. maintenance of proper discipline among prisoners in the wards;
- xviii. attending to complaints/ grievances of prisoners;
- xix. daily search of wards before lock-up;
- xx. ensuring the soundness of the locks, iron-gratings, chains and other security devices;
- xxi. ensuring welfare and recreational activities;
- xxii. maintenance of registers at the Ward Gate and ensuring proper entries with regard to all 'ins' and 'outs' there-to and there-from;
- xxiii. security of the prison complex and its parameters, including the boundary walls.

7A. Lines - An officer not below the rank of Assistant Superintendent shall be in charge of Lines and will be responsible for:

- i. livery items and proper maintenance of all registers with regard to uniform and liveries;
- ii. armoury;
- iii. administrative matters pertaining to the staff of the prisons;
- iv. parade and discipline;
- v. maintenance of leave records and stationery;
- vi. maintenance and repair of vehicles, Log Books, accounting of POL and issuance of Identity Cards to the staff;
- vii. maintenance of relevant registers for Target practice, Warders' Duty, Night Report Book, Dispatch Register, and Uniform/ liveries register, etc.;
- viii. proper functioning of electronic equipment like CCTVs, X-ray scanner, Door Frame Metal Detector, Hand Held Metal Detector, Telephones, Wireless network, mobile jammers, etc.;
- ix. ensuring that subordinate staff report and leave in time for/ from their duties and are in proper uniform/ turn -out;
- x. ensuring through surprise checking, that staff are alert and working efficiently at their duty posts.

7B. Public Relations - An officer not below the rank of Assistant Superintendent shall be in charge of Public Relations and will be responsible for:

- i. assisting the Superintendent in the smooth and proper conduct of interviews (Mulaqat) including search of visitors as well as their articles,

- ii. displaying the notice of information to be communicated to visitors of the prisoners allowed to meet/ interview the prisoners on the week days to be specified by the Superintendent,
- iii. maintaining electrical fittings, drinking water supply, proper seating facilities etc., in the waiting area to be used by the visitors at the reception,
- iv. prompt deposit of money given by the visitors into the accounts of inmates as per the rules,
- v. proper maintenance of interview registers and other records,
- vi. redressal of the grievances of relatives of prisoners,
- vii. frisking / search of every visitor (woman prison officer to frisk/ search women visitors) to prevent entry of prohibited/ contraband articles into the prison,
- viii. restricting illegal entry of any person or vehicle into the prison compound,
- ix. maintenance of proper records of the details of visitors in the concerned registers,
- x. screening of letters addressed to and sent by the prisoners and the disposal of letters under the order of the Superintendent.

7C. Kitchen Duties -

An officer not below the rank of Assistant Superintendent shall be in charge of Kitchen Duties and will be responsible for:

- i. maintaining the quality and quantity of food, tea and eatables;
- ii. ensuring that food is distributed at proper timings;
- iii. ensuring timely supply of gas or fuel to the kitchen and proper maintenance of the solar heating system;
- iv. preparation of wages of the prisoners deployed in the kitchen;
- v. safeguarding against pilferage from the kitchen store;
- vi. ensuring the security, safety and health of the prisoners in the kitchen ward;
- vii. timely preparation and placement of indents for materials required in the kitchen;
- viii. ensuring the safe custody of all kitchen equipment;
- ix. ensuring economy and preventing wastage of food in the kitchen;
- x. ensuring that different kinds of vegetables are given during lunch and dinner and a weekly menu is prepared and exhibited in advance and submitted to the Deputy Superintendent, for timely supply;
- xi. ensuring that utensils and other kitchen and food ware are kept in proper condition;
- xii. ensuring that kitchen staff wear uniform, gloves and caps while preparing food; and

xiii. maintaining proper hygiene and cleanliness in the kitchen.

7D. Other Duties - An officer not below the rank of Assistant Superintendent shall be responsible for:

- i. preparation and proper maintenance of all other registers and records of all the inmates;
- ii. prompt and proper execution of court orders pertaining to the release of prisoners;
- iii. safe custody of warrants and orders issued by Courts or Detention Authorities;
- iv. prompt submission of reports/ returns to various departments/ authorities;
- v. maintenance of the records of death of inmates;
- vi. submission of returns regarding the admission or release of prisoners;
- vii. production of under-trial prisoners, convicts and detenues before Courts/appropriate authorities;
- viii. organizing the 'Test Identification Parade';
- ix. maintenance of the list and registers in respect of Under-trial prisoners;
- x. maintenance of the list and registers in respect of convicts;
- xi. maintenance of the list and registers in respect of detenues;
- xii. display of the list of the prisoners who are to be released;
- xiii. dissemination of information to the public regarding release of prisoners;
- xiv. preparation and submission of the list of Under-trial prisoners who have been granted bail by courts but are unable to furnish surety even after a period of three months from the date of the order granting bail. Such lists will be submitted immediately, on expiry of the said period of three months;
- xv. ensuring that there are proper and correct entries of particulars of a prisoner in the Prison Management System;
- xvi. ensuring that entries regarding High Security prisoners/security risk prisoners etc., are properly reflected in the warrants and Prison Management System/e-prisons system so that proper precautions are taken at the time of their production before Courts;
- xvii. ensuring that there is proper handing over of prisoners who are being sent outside the State for court production or on transfer;
- xviii. periodic submission of the list of inmates who could not be released because of some defect in the warrant, etc., to the Superintendent;
- xix. ensuring that the Video Conferencing System/ Bio-Metric Finger Identification system is kept in sound condition so that remand extension proceedings are conducted in a smooth manner;
- xx. proper execution of sentences;
- xxi. maintenance of 'Personal Property' accounts of all prisoners;
- xxii. timely completion of History Tickets;

- xxiii. ensuring that the details of case/ cases and properties of a convict are mentioned correctly in the Warrant on his transfer from the prison or his reception into the prison;
- xxiv. timely processing of cases of convicts requiring consideration by the Sentence Review Committee (SRC);
- xxv. ensuring that no convicted prisoner is illegally detained;
- xxvi. ensuring that every convicted prisoner is allotted labour duties as per rules.

On completion of the necessary entries in the Admission and Release Registers and of the procedure prescribed in this chapter in so far as it may be applicable in each case, the registers together with all newly admitted prisoners with their warrants shall be produced before the Superintendent and Deputy Superintendent who shall satisfy themselves that the entries are correct and attest them in token thereof.

8. Duties of the Superintendent

The Superintendent is the administrative head of the prison and will also head the Correctional Service in his prison. The administration of a prison shall vest in the Superintendent of the prison, who shall manage the prison in all matters relating to security, discipline, labour, expenditure, punishment and control, subject to the order(s) of his Controlling Officer(s). In the discharge of his duties, he will be assisted by officers subordinate to him, including the Deputy Superintendent, Assistant Superintendent, Head Warder, Warder and other technical and support staff.

9. Maintenance of order book

- i. The Superintendent shall maintain in his own handwriting an order book in which he shall enter all his orders relating to the management and discipline of the prison and shall satisfy himself that every such order is duly carried into effect. All officials entrusted in any way with the execution of any such order(s) shall sign the book in acknowledgement of having seen and received the order.
- ii. The Superintendent shall also record in his order book, the distribution of duties and registers among his subordinate officers in such a way that responsibility for errors, dereliction of duty and defalcations may be fixed with precision.

10. Maintenance of records

- i. The Superintendent shall be responsible for the correct maintenance of up-to-date records prescribed in Section 12 of the Prisons Act, 1894, and of such other records as are prescribed by these rules, and shall satisfy himself as to their correctness.
- ii. When no provision exists in these rules prescribing the officer by whom any register or record shall be maintained, the Superintendent shall, by order recorded in the order book, from time to time assign the maintenance of every such register or record to a specified subordinate.

11. Other duties

In addition, the Superintendent shall perform the following duties;

- i. provide for the accommodation, support, care and custody of, and control over all prisoners at any time confined in the prison;
- ii. maintenance of order and discipline amongst the prisoners, and the subordinate officers;
- iii. control of expenditure relating to the prison, ensuring the economical working of the prison and exercising careful consideration of the necessity for all expenditure before incurring it and the financial administration of the prison in general;
- iv. conducting inquiry into prison-offences and breaches of discipline and taking action against those found guilty of having committed any such prison offence or breach of discipline;
- v. generally taking all such measures as may be necessary or expedient for the proper management and protection of all the prisoners at any time confined therein;
- vi. exercising responsibility for the satisfactory conduct of the Trade and Crafts wing, the punctual execution of orders, the collection of all outstanding sums, the due crediting of all sums collected, etc.;
- vii. ensuring that all equipment including electronic gadgets (e.g., CCTV, computer and communication systems) are operational and properly utilized;
- viii. providing suitable facilities for the recreation, education, sports and other activities for the inmates and the staff;
- ix. planning for the classification of prisoners, their training, treatment programmes and correctional activities in prison and implementing policies pertaining to correctional administration;
- x. visiting the prison at least once in the forenoon and once in the afternoon every day, including holidays and whenever special circumstances render it necessary;
- xi. recording the fact and cause of his absence when by any reason he is prevented from or unable to visit the prison on any day on which he is required so to do, in a journal maintained for the purpose;
- xii. interacting with prisoners to ensure that grievances related to their safety and security are redressed;
- xiii. checking the food prepared for prisoners in the kitchen twice a week, including the food prepared for sick prisoners;
- xiv. ensuring that receptacles for garbage are daily lifted, cleared and dis-infected and that there is no accumulation of garbage;
- xv. visiting the prison during the night at least once a week and satisfy himself that the prison is properly secured and guarded and that all rules and orders in any way relating to or connected with the disposition of prisoners, warders and officers of the prison and the duties to be performed by them at night are duly observed and carried out;

- xvi. having the incoming and outgoing warder guards searched and checked in the main gate in his presence during night inspection;
- xvii. frequently visiting and inspecting every ward, barrack, yard, cell, workshop and toilet, as well as the armoury and every other part of the prison and its precincts and all other premises belonging or attached thereto, or connected therewith, and shall satisfy himself that all buildings, structures, enclosure walls and the like are secure and properly maintained and kept clean and sanitized;
- xviii. visiting the prison hospital/ dispensary frequently and cause to be carried into effect, all written advisories given by the Medical Officer in regard to the proper segregation of prisoners suffering, or believed or suspected to be or likely to suffer, from any communicable disease. He shall, whenever necessary, and without delay, take all reasonable measures for cleansing and disinfecting every place at any time occupied by such prisoner and for washing, disinfecting, by fumigation or otherwise, or destroying, as may be most expedient, clothing apparel, bedding or other articles which are infected or suspected to be infected;
- xix. conveying in writing all directions of the Court to the Medical Officer in charge, concerning the health of a prisoner;
- xx. motivating inmates through their participation in activities related to medical assistance, education, cooking, cleanliness, discipline and other areas;
- xxi. ensuring that the cases of seriously ill prisoners are taken up with the concerned Trial Court so that they may be released by the Court or as the Court may order in such cases;
- xxii. ensuring that the human rights of the prisoners are fully protected;
- xxiii. ensuring proper and safe custody of secret and confidential documents;
- xxiv. supervising office administration;
- xxv. inspecting and supervising work, employment and production in the Trades & Crafts wing;
- xxvi. attending to personnel matters, staff welfare and staff discipline, allocation of duties to personnel under his control, safety of the prison personnel, acquainting prison personnel with current policies of correctional administration;
- xxvii. submit reports, returns and statements along with bills and vouchers to his Controlling Officer, including annual reports thereof;
- xxviii. inspecting every article of store at least once in six months and recording his remarks in the stock register as to whether the balance checked on a certain date was correct or incorrect and what discrepancies, if any, were noted. A note of this check should also be made in his journal and the discrepancies if any, should be reported to his Controlling Officer at once.

12. Note:

- i. In case shortages are detected, the Superintendent shall take immediate action to fix responsibility for the shortage and submit his report with recommendations to his Controlling Officer for orders.

- ii. The Superintendent shall hold a weekly parade of prisoners in the prison for muster and inspection. The parade shall ordinarily be held every Monday. The Medical Officer in charge shall also be present at the time of such parade. At each parade, the Superintendent shall satisfy himself that -
 - a. every prisoner is properly classified as per the rules;
 - b. every prisoner is clean both in person and clothing.
- iii. On inspection of the wards, the Superintendent shall ensure that –
 - a. proper hygiene and cleanliness are maintained in the wards;
 - b. there are no loose electrical connections or other fittings which could be used for illegitimate purposes;
 - c. prohibited articles are not possessed by the prisoners;
 - d. all security measures exist to prevent prison break or escape of prisoners or prison indiscipline;
 - e. the rules and orders applicable to prisoners are being duly carried out;
 - f. legal aid facilities are being properly administered to the prisoners;
 - g. complaints of the prisoners are considered and redressed.
- iv. The Superintendent shall cause the prisoners to be checked and counted at least twice each day, at the hour of opening the wards in the morning and locking them up in the evening.
- v. Distribution of duties amongst officers and staff employed in the prison should be so made as to enable the Superintendent to fix responsibility for errors with precision, without leaving any possibility of dispute.
- vi. A copy of the distribution of duties will be put up and maintained in a conspicuous place in the prison office.
- vii. The Superintendent shall apply the principle of rotation in the distribution of duties amongst officers and staff employed in the prison after such intervals as he may think proper.
- viii. Any unusual occurrence reported to the Superintendent shall be investigated by him immediately. He shall take such measures as may under the circumstances be necessary and shall report the matter to his Controlling Officer.
- ix. The Superintendent shall report to his Controlling Officer by wireless, telephone, or any other mode of expeditious communication to be followed by a detailed report, the following:
 - a. all serious breaches of prison discipline;
 - b. every case in which any prisoner escapes or attempts to escape or is re-captured or commits suicide or dies from or receives a serious injury;
 - c. all outbreaks of diseases amongst the inmates and prison personnel and the action taken to prevent the spread thereof;
 - d. all serious cases of overcrowding and all such other matters as the Director/ Inspector General may, from time to time, in his discretion, by general or special order on this behalf, require to be so reported by the Superintendent;

- e. all deaths in the prison with information on the immediate cause of death.
- x. The Superintendent shall cause proper accounts and vouchers of all receipts and expenditure and property to be regularly kept and maintained.
- xi. The Superintendent shall make a note in writing of the defects, deficiencies or irregularities, if any, detected either at the time of taking over charge of the prison or within one month thereafter, and shall inform his Controlling Officer of the same.
- xii. The Superintendent shall, as soon as may be convenient after the close of the year but not later than the thirty first day of January each year, furnish to his Controlling Officer a report on the administration of the prison during the preceding year.
- xiii. Every such report as mentioned above, shall be in such form and shall contain such statistical and other statements and returns as the Director/ Inspector General may, from time to time, prescribe in that behalf.
- xiv. Every such report shall explain all events of importance which have occurred in the prison during the year under report and all material differences in the financial and other statistics, if any, between the year reported on and the year immediately preceding the same and action taken to resolve them.
- xv. The Superintendent shall prepare a Contingency Plan for the prison under his control to meet emergencies such as escape of a prisoner, serious violation of prison discipline, fire, earthquake, external attack, rescue attempts, etc.
- xvi. The Superintendent shall ensure that after prisoners are received into the prison, an abstract of the rules relating to their conduct and treatment shall be read over and explained to them in a language understood by them.
- xvii. If for some reason a warrant cannot be executed, the court concerned should be informed of such reason and a fresh warrant and date be obtained for producing the prisoner.
- xviii. In the absence of the Superintendent on leave or for any other reason, his functions and duties will be carried out by the officer immediately subordinate to him.

13. Duties of the Deputy Superintendent

The Deputy Superintendent shall be in charge of the Internal Control Room. He shall also be responsible for:

- i. ensuring that no prisoner is allowed to go outside the ward without written authorization by the competent authority;
- ii. co-ordinating all educational, reformatory and cultural activities in all wards;
- iii. proper maintenance of all records and registers pertaining to Control Room duties;
- iv. timely 'lock-in' and 'lock-out' of prisoners;
- v. submitting to the Superintendent a weekly report of progress of construction and maintenance works;
- vi. taking all necessary measures conducive towards promoting discipline amongst the prisoners;

- vii. ensuring that only those prisoners who have been called for their interview leave their ward and that proper record is maintained of all persons sent for interviews;
- viii. ensuring that warders posted in their respective wards are alert on their duties and leave the ward only when the duties are over and their substitutes arrive;
- ix. ensuring that all electronic equipment including CCTVs, Video Conferencing equipment, computers, communication network, mobile jammers, Rain Water Harvesting systems, Solar Water Heating systems, etc., are working efficiently;
- x. ensuring that all riot control equipment and other electronic gadgets are in working condition, to combat any violence; and
- xi. assisting the Superintendent in all works and duties, as allotted to him.

14. Duties of the Assistant Superintendent

- i. The Assistant Superintendent shall maintain a Report Book in which he shall duly record:
 - a. the hour of unlocking and locking the wards and the details of officers performing the same;
 - b. the number of prisoners admitted, discharged and locked up;
 - c. all cases in which it was necessary to restrain any prisoner;
 - d. the absence of any subordinate officer from duty and requests for leave of absence;
 - e. requests for the employment of prisoners in any special manner;
 - f. any representations or recommendations he may deem proper to make;
 - g. his assessment in general on the discipline among the staff and the prisoners, to be brought to the notice of the Deputy Superintendent;
 - h. any inadequacy on the security arrangements and suggested correctional measures wherever necessary;
 - i. any unusual occurrence or matter of importance.
- ii. Each day's report shall be dated and numbered consecutively and will be submitted to the Deputy Superintendent.
- iii. The Assistant Superintendent shall also be responsible for the following:
 - a. ensure that all injuries on the bodies of prisoners are reflected in the Medico Legal Case (MLC) and if there is any discrepancy, the same should be immediately brought to the notice of the Medical Officer;
 - b. cause all lawful warrants and orders of commitment to be duly obeyed and carried into effect;
 - c. cause the names of under-trial prisoners to be duly entered in the production register under the date on which such prisoner is required to be produced before the court;
 - d. attend to releases on bail, appeals, fine payment, etc.;
 - e. production of prisoners in courts;
 - f. check the issue of raw materials to various workshops;
 - g. check stock books of raw materials and stock books of articles manufactured in the prison;

- h. attend the weekly inspection parade of prisoners along with the Superintendent;
- i. check the Ration Stock Book;
- j. weigh ration articles on purchase, subject to supervision by the Superintendent;
- k. any other work assigned by the Superintendent from time to time;
- l. visit the prison once in the forenoon and once in the afternoon every working day and on Sundays and holidays when special circumstances require it;
- m. visit the prison at night once in a week to satisfy himself that everything is in order;
- n. attend to unlocking and locking up once a week;
- o. check that all rules, instructions etc., are being followed at locking up time, that sufficient guards are posted for security and that there is adequate lighting;
- p. supervise once a fortnight the lock up for high security prisoners such as condemned prisoners, insurgents, terrorists, etc.;
- q. segregate prisoners having escape or discipline risks and prisoners of known bad character;
- r. visit the prison hospital two days in a week other than days on which the Superintendent makes such visits. Such arrangement shall be made in consultation with the Superintendent as part of duty allotment;
- s. check the rations issued to the kitchen at least twice a week and ensure that the correct quantity is issued;
- t. ensure that all store-rooms are clean, neatly arranged and protected as far as possible from vermin, birds, insects and the weather;
- u. go around the prison at least twice a week at odd hours to check that the sentries are posted correctly and are alert and that the other checking/supervisory officers have made proper rounds of checking of these sentries;
- v. make over charge of the prison to the next senior officer in the rank present, and shall record the fact in the journal before leaving the prison for any purpose. The officer receiving charge shall, there upon, countersign the entry made, in acknowledgment of having done so;
- w. supervise the work of subordinate officers and check all the registers maintained by them, appending his signature/ initials thereon, in token of having checked them;
- x. ensure that there are proper and correct entries of particulars of prisoners in the Prison Management System/ e- prison system;
- y. receipt, safe custody and disposal of all stores, machinery, tools, raw materials manufactured goods and all other property of the Government. He shall maintain or cause to be maintained, proper accounts and registers thereof and shall from time to time, take stock frequently, examine and verify the accounts and registers maintained;
- z. render an account, on his removal or transfer, of all Government and other property and money entrusted to his care.

15. Guarding and security

- i. The guarding personnel will consist of the Head Warders/ Matrons and the Warders.
- ii. There shall be at least one guarding staff for every six prisoners and this ratio shall be followed in all three shifts.
- iii. The Superintendent shall allot specific duties through written orders to each member of the guarding staff on a rotation basis, in the following areas:
 - a. security, custody, discipline;
 - b. search and counting of prisoners;
 - c. opening and locking-up of the prison;
 - d. sanitation and hygiene in areas under his charge;
 - e. escorting prisoners for work, supervision of their work;
 - f. supervision of distribution of food, canteen articles and equipment;
 - g. P.T., drill parades and emergency operations.

16. Duties of the Head Warder/ Head Matron

- i. assist in every possible manner in the management of the prison, the prevention of escape and the maintenance of order and discipline amongst subordinate officers and prisoners;
- ii. assist in the opening of the sleeping wards, cells and other compartments each morning and count the prisoners;
- iii. assign the prisoners as are liable to labour, to their respective places each morning;
- iv. issue all necessary tools, implements, raw material and other articles required for the day's work and record all articles so issued;
- v. collect all articles, together with the produce of the prisoners' labour if any, after the period prescribed for work each evening;
- vi. satisfy himself that all articles issued have been duly returned to him or accounted for;
- vii. ensure that toilets and bathrooms are cleaned with disinfectant and food is distributed in an orderly manner;
- viii. check the prisoners at each change of guard;
- ix. cause all iron gratings, doors and the like to be secured and satisfy himself from time to time, that they are secure;
- x. cause all poles, ropes and other articles likely to be used for, or to facilitate the escape of any prisoner to be removed and placed beyond the reach of the prisoners in the places prescribed for storing or keeping the same;
- xi. count, search and lock the prisoners up in their respective wards, cells and other compartments, at the prescribed time each evening;
- xii. ensure that all electric fittings and fixtures are maintained properly and are functional;

- xiii. satisfy himself that all prisoners required to attend courts or hospitals are sent out of the wards on time;
- xiv. ensure that there is no unauthorized movement of prisoners in the wards;
- xv. ensure that all records and registers are duly maintained in the wards including the 'in' and 'out' Registers at the gate of the wards to record all entry and exit to and from the wards;
- xvi. conduct searches of the wards for prohibited/ unauthorized articles;
- xvii. report any untoward incident or violation of rules by prisoners immediately to his Controlling Authorities.

17. General duties of warders

- i. Each warder shall have a particular duty assigned to him by the Superintendent such as charge of a ward or set of wards, a work-shop or a set of workshops, or gang of prisoners inside the prison and shall be in uniform whilst on duty unless exempted by the Superintendent, by written order.
- ii. The posts and duties of warders shall be frequently changed so as to prevent them from developing any undue interest or relations with any of the prisoners.
- iii. It shall be the duty of every warder at all times to –
 - a. effectively assist in maintaining order and discipline amongst prisoners;
 - b. be ready and armed at all times whenever called upon to do so or whenever an alarm is given, to do all lawful acts and things necessary or expedient for the purpose of maintaining order, quelling any disturbance, preventing any attempt to escape or break out of prison, defending the prison and all property therein in case of attacks from within or without the prison;
 - c. fully assist the prison administration in carrying out correctional activities;
 - d. fully acquaint himself with the working of security gadgets so that these are used in an efficient manner;
 - e. abstain from familiarity and unnecessary communication with prisoners;
 - f. know the number of prisoners in his charge, count them frequently during his duty to satisfy himself that he has in his custody not only the correct number, but the particulars of prisoners for whom he is responsible;
 - g. see that no prisoner leaves his own enclosure or communicates in any way with any prisoner in a different enclosure;
 - h. search all prisoners he receives in his charge or makes over to the charge of any other officer, at the time of receiving and making over charge, respectively;
 - i. report every prisoner in his charge who has been idle or has not completed his task or who has committed any other prison offence;
 - j. bring to the notice of the Head Warder any prisoner appearing to be ill or complaining of sickness so that timely action for his treatment can be taken;

- k. prepare the prisoners for morning and evening muster by the Deputy Superintendent, report at once to that officer any prisoner who may be absent and to see that each prisoner conducts himself in an orderly manner;
- l. report any plot/ plan of prison escape or of assault or outbreak or the possession of forbidden articles at once;
- m. render all assistance to the Head Warder and his superiors in carrying out educational, reformatory, recreational and physical activities in the ward;
- n. ensure that there is no unauthorized movement of prisoners in the ward;
- o. ensure that there is no violation of the human rights of the prisoners;
- p. not leave his post while on duty at any time and under any circumstance, until relieved in due course or be absent from duty unless his leave is sanctioned by the Competent Authority.

NOTE – Female warders shall be employed in every prison and shall perform all the duties required of a warder in relation to female prisoners.

18. Register of relieved and relieving Head Warders/ Warders

A separate register shall be maintained in each ward which will be signed by the relieving Head Warder/ Warder and relieved Head Warder/ Warder at the time of taking or handing over charge of the ward. Before taking over charge, the reliever shall satisfy himself that everything in the ward is in order and a certificate to this effect shall be recorded by him in the register.

19. Duties of the Gate-keeper

- i. check and examine anything carried in or out of the prison, stop and search or cause to be searched any person suspected of carrying any prohibited article into or out of the prison, including property belonging to the prison, and on finding such, shall immediately alert the Deputy Superintendent;
- ii. keep a record in the prescribed register, of the names of all persons entering or exiting the prison and the timing of such entry and exit and the description of every article carried by such person (the name, number or weight as the case may be, and such other particulars as may be necessary) in two separate registers in the relevant Forms provided in this Manual:
 - a. the register for all prisoners, with the names of the officers in charge of them;
 - b. the register for all other persons.
- iii. require the production of a pass signed by a competent authority, by every person not entitled to admission without one, and record such person's name and designation/ occupation and articles carried by him in the Register and file all such passes;
- iv. open only one wicket gate at a time and before doing so, shall assure himself that the other means of entry and exit are securely bolted and locked;
- v. shall not allow any prisoner to be taken out of the prison who is not in the charge of a guard of proper strength duly authorized in writing by the Superintendent;

- vi. shall not allow entry into the prison any person without proper search, unless directed so by the Superintendent in writing;
- vii. keep the prohibited articles surrendered or found on search, in safe custody and return them to the visitors unless the possession thereof is in contravention of any provisions of law;
- viii. detain or cause to be detained any person who may, in his presence, sight or hearing, commit any crime or offence at or in the vicinity of the prison gate and make a report immediately thereof to the Superintendent or the Deputy Superintendent;
- ix. be responsible for the cleanliness of the front area of the main gate and the passage between the gates and all articles placed there under his charge;
- x. ensure that torches and other articles required in case of a night alarm are present and in a serviceable condition.

20. Maintenance and operation of the Gate

- i. The inner gate shall be provided with an eye-hole to enable the gate-keeper to see into the prison without the necessity of opening either the inner gate or wickets.
- ii. In prisons provided with double gates with or without wickets, the gatekeeper shall open only one gate or wicket at a time and, before doing so, shall satisfy himself that the other means of entry and exit are secure. Entry and exit for ordinary purposes shall take place through the wickets.
- iii. The main gate shall be opened only under the supervision of an officer not below the rank of Deputy Superintendent for the transport of stores and only on the order of the Superintendent for all other purposes.
- iv. In cases where prisoners have to pass into or out of a prison with double gates, the gate keeper shall strictly abide by the following procedure:

On passing the prisoners out, the gate-keeper shall first let them through the wicket gate and having locked it, shall write in full in the register provided for purpose, the names of all the prisoners and the head warder/ warder in charge or assisting him. He shall then open the wicket in the outer gate and count the prisoners as they pass out, to verify the total.

When prison inmates return to the prison from outside, the gate-keeper shall open the wicket (the inner one being locked first) and admit the inmates to the passage between the gates. He shall then lock the outer wicket and call out the name of each prisoner as recorded in the register. Personal search is to be carried out of all the inmates between the gates. He shall then open the inner wicket and count the prisoners as they pass into the prison to verify the total number.

- v. The keys of the main gate and the wicket gates in the main entrance of every prison shall, except when it is necessary to hand over the same to his assistant for the purpose of lawfully passing any person or thing into or out of the prison, be retained by the gate-keeper in his personal possession.
- vi. No gatekeeper or prison officer who is at any time entrusted with any key shall, under any circumstances:
 - a. take any key for a lock used for securing the custody of any prisoner, out of the prison;

- b. leave any such key lying about;
- c. deliver any such key to any person other than to an officer of the prison duly authorized to receive such key or to have the care or custody thereof;
- d. leave his post or duty or the prison without delivering such key to the officer duly authorized to receive the same from him.
- vii. When the prisoners are locked up for the night, the wicket of the inner gate shall be secured by a second padlock and the gate-keeper shall then deliver the key of one of the locks of the inner wicket to the prison officer on duty inside the prison and the key of the other lock of the inner wicket, together with the key of the out wicket, to the gate sentry.
- viii. The gate-keeper shall keep the keys of the main gate and wicket gates securely attached to his waist belt by a chain in a bunch with a few others, so that it may be difficult for any prisoner obtaining possession of the bunch, to ascertain which key fits a particular lock.
- ix. All spaces between gates should be continuously lit with bright light at night or on cloudy/rainy days. Provision for emergency and additional lighting shall be made by the Superintendent.
- x. At every instance of relieving of the gate keeper from his duty at the gate, a note of the hour of such relieving shall be recorded and signed by both the relieved and relieving personnel.
- xi. The following equipment shall be provided by the Superintendent to the gate keeper:
 - a. spare locks
 - b. weighing machine
 - c. measuring tape
 - d. spare fetters and handcuffs secured on a bar with lock and key
 - e. a standing desk with lock and key, for the gatekeeper's books and writing materials
 - f. a wall-cupboard or box for keys, torches and other accessories
 - g. fire extinguisher
 - h. notice board
 - i. registers
 - j. wall clock
 - k. X-ray Scanner, DFMD, HHMD, etc.
 - l. foldable screen (for the purpose of searches)

21. General conduct in the prison and correctional home

- i. Prisoners to be treated with good temper:

- a. All prison and correctional officers and staff shall treat prisoners with good temper, humanity and impartiality while at the same time maintaining strict discipline and enforcing observance of the prison rules and regulations.
- b. Every complaint or grievance made by a prisoner should be heard with patience and attention, in order that they may be redressed and no cause for discontent be allowed to remain.
- ii. Prohibition against punishing or abusing prisoners:
 - a. No prison officer or subordinate staff shall in any circumstance, punish any prisoner except under the Superintendent's order or threaten any prisoner with punishment.
 - b. Prisoners shall be addressed by their proper names or numbers and the use of violent, abusive, or insulting language with the prisoners shall be avoided.
- iii. Prisoners not to be struck:

No prison officer or staff shall on any pretext, strike a prisoner except in self-defence or in the repression of disturbance and no more force shall then be used than is absolutely necessary.
- iv. Familiarity with prisoners forbidden:
 - a. No prison officer or staff shall unnecessarily converse with a prisoner or treat him with familiarity or allow any familiarity to develop.
 - b. No prison officer or staff shall discuss matters of discipline or prison duties or other arrangements with or in the hearing of prisoners.
- v. Officers not to have dealing with prisoners or their friends:
 - a. No prison officer or staff shall lend money to, borrow money from or incur any obligation in favour of any other prison officer or staff or any prisoner.
 - b. No prison officer or staff shall correspond with the friends or relatives of any prisoner or have any unauthorized communication with any prisoner or with any person as to matters concerning the prison.
- vi. Not to receive prisoners' property:

No prison officer or staff or other person in any way connected with the prison shall receive or use any article belonging to a person who either is or has been confined in the prison.
- vii. Relation with discharged prisoners:

No prison officer or staff shall correspond with any discharged prisoner or with the friends or relatives of such prisoner, or allow any such prisoner, friend or relative to visit or remain in his quarters, except with the written permission of the Superintendent.
- viii. Knowledge of rules:

Every prison officer and staff shall fully acquaint themselves with the rules and regulations relating to their office and no excuse or plea of ignorance of rules and regulations will be accepted for dereliction and neglect of duty.

- ix. The number of personnel will be determined on the basis of requirement of security, discipline and programme emphasis.
- x. The prison/ institutional set-up will be fixed in accordance with the size of the institution, the inmate population, categories of inmates, workload and distribution of functions.
- xi. The custody, security, discipline, preventive action and control during an emergency, are the fundamental duties and responsibilities of every staff member.
- xii. It should ordinarily be ensured that every incumbent gets 24 hours off-duty once a week.
- xiii. If any of the non-gazetted staff is required or called for work on holidays, he may avail the facility of monetary compensation for the holidays foregone.

22. Duties of the District Magistrate

- i. The District Magistrate is a member of the Board of Visitors for a prison/ prisons situated in his district.
- ii. The duties of the District Magistrate are as follows;
 - a. The District Magistrate shall visit the district jail(s) at least once every month. In case of absence from Headquarters, an Additional District Magistrate shall be deputed to visit in his stead. The dates of such visits shall be recorded in the visitors' book, together with any orders, remarks or suggestions made, provided that if in any special case the District Magistrate considers it expedient, he may communicate separately with the Superintendent on any matter arising out of the visit. A copy of such communication will also be sent to the Director/ Inspector General.
 - b. The District Magistrate shall report to the Director/ Inspector General any important step considered necessary that affects the discipline and management of the prison.
 - c. In any case of outbreak/ riot or combined in-subordination among the prisoners or of threat thereof, the District Magistrate shall render immediate aid to the Superintendent.
 - d. The District Magistrate in his capacity as ex-officio visitor, is a judicial officer and not an executive head and must function independently of the prison executive. To make prisoners' rights in correctional institutions viable, the District Magistrate must inspect the jails in his district once every month, receive complaints from individual prisoners and inquire into them immediately.

CHAPTER – III

ARMOURY & ARMS DRILL

- 1.
 - i. The Superintendent will be responsible for the safe custody of all arms and ammunition and he shall inspect them or cause them to be inspected daily to see that they are always kept clean, in good order, properly arranged and ready for immediate use.
 - ii. Every firearm shall be numbered and shall have a special place assigned to it in the armoury. It shall be placed in the special care of the officer for whose use it is intended, who will ensure that such arm and its accoutrements are always kept clean and in a serviceable condition.

- iii. A list showing the number and name of each officer, the number of his firearm and the various arms and accoutrements for which he is responsible, shall be kept by the Superintendent.
- iv. Ammunition pouches shall be slung on the belts together with the weapons for which they are intended and shall, when not in use, be kept in their special place in the armoury, ready for immediate use.

2. Indent of arms, etc.

- i. Indents in quadruplicate for ammunition, etc., shall be submitted to the Director/ Inspector General in the prescribed form, on the 1st day of March, each year.
- ii. Empty ammunition case shall be dispensed with as per the procedure adopted by the Meghalaya Police for the purpose.

3. Training in drill and handling of weapons

- i. The Superintendent will ensure that all officers, armed personnel of the prison and the warders are trained in drill, fire arms handling and firing in a recognized Training Institute such as the Police Academy, etc.
- ii. The results of the training should be recorded in registers maintained for the purpose.
- iii. All prison officers and warders will attend the Superintendent's drill parade once a month.
- iv. The Director/ Inspector General may, during inspections grant rewards for proficiency in drill and weapons handling.

CHAPTER – IV

INSPECTION OF PRISONS & CORRECTIONAL HOMES

1. Inspections play an important role in improving the working and living conditions of prison inmates and prison staff. Inspections are an important tool to ensure that the prison staff is operating strictly in accordance with applicable rules and regulations and that all records pertaining to matters related to prison inmates are maintained and updated as per the relevant rules. All the prisons shall be inspected by the Director/ Inspector General of twice in a calendar year.

The first inspection on the functioning of the prisons shall be carried out in the month of January for the period from 1st July to 31st December of the previous year and the second inspection shall be carried out in the month of July for the period from 1st January to 30th June of the same year. The report of the first inspection shall be submitted by 28th February and the report of the second inspection shall be submitted by the 31st July every year, to the Government for appropriate directions.

The Director / Inspector General shall issue directions to the Superintendent of the prison concerned for compliance with the observations made by him in the inspection report. The compliance report shall be submitted by the Superintendent before the next inspection is due.

The status of compliance by the Superintendent on the points raised/ observations made in the previous inspection report should also be included in the next inspection report.

Types of Inspections

2. Formal Inspection

The following guidelines will be followed while carrying out formal inspections:

- i. There should be a formal inspection of each prison at least two nights and two days in a month, either in continuity or otherwise, by officers of the Department, as per the schedule to be drawn up by the Director/ Inspector General.
- ii. The Government may also issue order(s) for the inspection of prisons by other authorities.
- iii. The Inspecting Officer/ Authority should draw up a detailed inspection report covering the following:
 - a. compliance with the observations made/ directions issued by the Director/ Inspector General on the previous inspection;
 - b. all prison buildings and the boundary wall;
 - c. authorized prison population and actual prison population;
 - d. vacancy position of officers and staff;
 - e. security and lighting arrangements (including Generator Sets) during the day and night;
 - f. prison alarm system;
 - g. mess facilities and medical facilities;
 - h. interview facilities for prisoners;
 - i. stores;
 - j. records maintained for the prison inmates;
 - k. women prisoners and infants;
 - l. work opportunities in prison;
 - m. wages to prisoners;
 - n. hygiene conditions in barracks including water and sewage facilities;
 - o. recreation facilities/ sports/ religious and spiritual activities, etc.;
 - p. library and prison workshop;
 - q. high security ward and high risk prisoners;
 - r. computerization/ Video Conferencing facility/ CCTVs etc.;
 - s. prison staff quarters;
 - t. interviews with prison staff;
 - u. other administrative matters related to prisons, prisoners and staff.

3. Informal Inspection

- i. Informal inspections are to be conducted by every officer of the Department of the rank of Assistant Inspector General and above, as and when they visit a prison while discharging their official duties.
- ii. The Inspecting Officer shall prepare an informal inspection report covering the following:
 - a. security and lighting arrangements;
 - b. mess facilities and medical facilities;
 - c. staff vacancy position;
 - d. authorized prison population and actual prison population;
 - e. all prison buildings and the boundary wall;
 - f. interviews with prisoners;
 - g. grievances of the prison staff;
 - h. pending matters with the prison headquarters;
 - i. female prisoners and infants;
 - j. Prisoner Management Software/ Video Conferencing facility;
 - k. any other administrative issue.

CHAPTER – V

SECURITY OF PRISONS

1. Security set up

- i. CCTV cameras should be installed to monitor inmate activities.
- ii. Inmates facing terrorism charges require updated and improved security.
- iii. There should be a separate budget provision for IT support in the prisons.
- iv. Locks should be ideally fixed alongside the wall and not on the gate itself.
- v. It should be ensured that the watch towers are well maintained and have un-interrupted access to power.

2. Check on the use of mobiles

- i. It should be ensured that inmates are not allowed access to mobile phones in prison.
- ii. Inmates have the right to talk to their relatives using the landline phone every week. However, all calls should be recorded and handed over to investigation agencies after following due process, for recording their calls under the appropriate law.
- iii. The phone facility can be used for only five minutes and should be programmed to automatically disconnect after five minutes.

3. Integrated Criminal Justice System (ICJS)

- i. The entire prison administration shall be computerized so that the database can be accessed easily and the prison managed more efficiently. This is also part of the mandate of the Integrated Criminal Justice System (ICJS) which seeks to interlink prisons, courts and the police stations.
- ii. ICJS will enable integrated data sharing with the police and the courts, enabling efficient and comprehensive tracking of criminals and faster law enforcement responses.
- iii. There are several stakeholders involved in judicial custody which include the police, Courts, hospitals, medical authorities, etc., and it is extremely important to develop suitable interfaces that can help in seamless sharing of information amongst them.
- iv. The Director/ Inspector General shall see to it that the prisons' administration performs its mandated activities effectively and efficiently by:
 - a. installing efficient alarm systems in case of Under-trial prisoners covered under Section 436/436A Cr.P.C.,
 - b. ensuring an adequate information system pertaining to release of prisoners on completion of their sentence.
- v. Computerization of the prisons should have the following core facilities for having a unified data sharing platform:
 - a. a comprehensive web-based prison software interlinked with Courts and police stations for integrated data sharing,
 - b. comprehensive video conference facilities,
 - c. biometric access for movement of the inmates.
- vi. It is the responsibility of the Director/ Inspector General assisted by his officers, to ensure the following outcomes from the computerization of prisons:
 - a. availability of dashboards/ statistical reports etc., for senior level officers of the Department with information such as the Probable Date of Release (PDR) of inmates, prison occupancy, etc.
 - b. complete records of activities related to prisoners such as bail, escape, fine payment, punishment, court appeals, court production, remand, wages, work allocation, release and transfer, etc.
 - c. automatic PDR (Probable Date of Release) calculation, thus ensuring no delays in the release of prisoners.
 - d. better visitor management, keeping track of the number of visitors for a particular prisoner, frequency of visits, etc.
 - e. creation of a Centralized Prisoner Registry that can be accessed by the Police Department and other key Law Enforcement Agencies for verification and validation purposes through Data Digitization of records.

CHAPTER – VI

NIGHT PATROL, WATCH & WARD

1. i. The Superintendent of the prison shall arrange for patrol within the prison premises at night according to the strength of the prison guard and also appoint a definite beat with definite instructions to such patrol.
- ii. The Deputy Superintendent shall take necessary measures for the security and watch of the barracks and wards and shall be responsible for any escape from them into the yards.

2. Duties of the night patrol

- i. During the night watch, patrol must be made around the outside of the barrack or barracks under their charge, at a quick pace.
- ii. They shall frequently examine the gratings and doors and see that they have not been tampered with.
- iii. They shall look inside the wards, if possible, to see that prisoners are in their proper places and that the watchmen are alert and not sitting down. They shall frequently challenge the night watchmen and make them report the number of prisoners.

3. Duties of the Head or Senior warder

- i. The Head Warder or senior warder on patrol duty at night shall move about inside the prison visiting the sentries, warders and watchmen during the whole time of his watch.
- ii. He shall keep the lock-up report with him and on both taking over and giving over charge, shall see that the wards and cells are secure and that the correct number of prisoners is reported to be in custody in each ward.
- iii. When changing guard at night, both the relieving officer and the relieved officer shall verify the number of prisoners, see to the security of the wards and change of the guards in company. The keys of the wards and of one of the locks of the inner main gate wicket should be attached to his person by a chain.
- iv. In case of serious illness of any inmate, he shall give immediate notice to the Medical & Health Officer of the prison, and if ordered by him to do so, shall remove the sick prisoner to the hospital. Should any irregularity either on the part of warders or prisoners occur, he shall at once enter the details in the lock-up report-book for submission to the Superintendent and Deputy Superintendent the next morning.
- v. Immediate notice should be given to the Superintendent and the Deputy Superintendent of any occurrence requiring prompt action on the part of a higher authority, such as attempt to escape, riot, fire or serious illness.

4. Placing of the night posts

The night posts must be so placed as to command a view of the whole enclosure of the sleeping barracks of the jail and render it impossible for any prisoner to escape without being observed, even on a dark night, except through negligence on the part of the sentries.

5. Duties of the night sentry at the main gate

- i. The night sentry at the main gate shall be posted between the gates as a precaution against surprise either from within or without and shall keep the key of the second lock of the inner gate wicket as well as those of the outer gate in his possession.
- ii. He shall not permit any person to enter or leave the prison until he has satisfied himself by examination that the person is on official duty authorised to visit or leave the prison at night and shall not permit any warder to enter or leave the prison except under authority.
- iii. The officers authorised to enter the prison at night are Magistrates, the Superintendent, Deputy Superintendent, Assistant Superintendent, Head Warders on duty and the patrolling warders, the Medical & Health Officer and his medical subordinates.

6. Precautions in opening a ward at night

Should it be necessary to open a ward at night to take out or admit a prisoner, a chain should be attached to the doors or to the door and door post, prior to unlocking the gate or door, so as to prevent the entry or exit of more than one person at a time. This procedure will render futile any combined attempt to break out through the doorway when the door is opened.

**CHAPTER-VII
EMERGENCIES****1. The following situations shall be treated as emergencies:**

- i. escape from prison
- ii. outbreak
- iii. riot
- iv. strike including hunger strike (individual or mass)
- v. assault on a prison official
- vi. suicide
- vii. accident
- viii. fire
- ix. epidemic
- x. food poisoning
- xi. major failure of water supply, power and other essential prison services
- xii. flood
- xiii. earthquake
- xiv. terrorist attack
- xv. bomb explosion

2. Measures to prevent and control emergency situations

- i. The Superintendent shall take adequate measures for effectively preventing and controlling emergencies which may occur in the prison, in conformity with the provisions of the Disaster Management Act, 2005 and any other Act and Rules made there-under that are relevant. He shall also follow other instructions/ orders issued by the Competent Authority from time to time.
- ii. The emergency preventive and controlling measures may include:
 - a. demarcation of an out-of-bound area around the perimeter wall of the prison;
 - b. timely segregation of prisoners who are instigators and are potential risks to prison discipline;
 - c. periodical inspection of plant equipment and emergency operations;
 - d. accident prevention measures;
 - e. fire prevention measures including placing fire-fighting equipment at all vulnerable points;
 - f. proper procedure of quarantine for newly admitted prisoners;
 - g. segregation of prisoners suffering from contagious diseases;
 - h. proper storage and inspection of articles of food;
 - i. observance of the required minimum standards in kitchen and canteen operations, service of food and eatables;
 - j. placement of wire guards on trees to discourage prisoners from climbing them for escape;
 - k. stand-by arrangements for water storage, power supply and emergency lighting;
 - l. training in first aid and administration of CPR;
 - m. conducting mock drills for emergency operations at least once in two months.

3. Equipment for emergencies

- i. Each prison shall be equipped with advanced technology systems and equipment to handle emergencies, some of which are listed below:
 - a. firefighting equipment
 - b. emergency lighting arrangements like electric torches, gas lights, kerosene lamps and oil torches
 - c. search lights
 - d. steel helmets
 - e. canes
 - f. tear gas equipment
 - g. water hose
 - h. telephones inter-communication system and walkie-talkies

- i. arms and ammunition
- j. ladders, axes, knives, ropes, chains, handcuffs, alarms and sirens
- k. First Aid kit
- l. video camera/ digital camera/ any other electronic equipment for photography/ modern equipment suitable to track any of the above emergencies.
- ii. It shall be the responsibility of the Superintendent of the prison to train the prison officers and staff to efficiently handle the emergency equipment and systems.
- iii. The Superintendent will ensure that all the equipment and systems are always kept in efficient working condition.
- iv. The inventories of all equipment and systems shall be audited once a year and new technology if required, will be procured, based on the recommendations of such audit finding.
- v. Regular training and mock drills to handle this equipment shall be organized. The Director/ Inspector General shall issue directions in this regard and ensure that the Superintendents submit returns of such training and the fitness of equipment and systems to the Directorate of Prisons and Correctional Services.

4. General instructions to be followed in handling emergencies:

- i. Immediate first aid should be given to the injured.
- ii. Preventing entry of prisoners into the affected area.
- iii. Ensuring that the affected area is contained.
- iv. All prison officers and staff to be informed of the incident, who shall reach the prison immediately and assist the Superintendent in dealing with the situation.

EARTHQUAKES

5. In the event of an earthquake, the following action shall be taken:

- i. The prisoners shall be asked to take cover (kneel down and cover their heads with their hands).
- ii. The prisoners shall be asked to remain in the same position for a few minutes, in case of after-shocks.
- iii. The prisoners shall be kept at least 14 feet away from windows, mirrors, chimneys, tall book cases, furniture, old and high buildings, poles, trees and electric wires.
- iv. The prisoners shall be asked to walk towards an open place, in a calm and steady manner.
- v. Evacuation and rescue measures should be undertaken on instructions from an evacuation team and unnecessary crowding of the affected area should be avoided.

CONTINGENCY PLAN

- 6 i. The Director/ Inspector General shall prepare a Contingency Plan indicating the precautions to be taken and procedures to be followed in dealing with emergencies.
- ii. The following is an indicative list of the measures which should be taken by the prison authorities in the case of escape or rioting:
 - a. A siren or an alarm bell (which may be electronic or manual) that can be easily heard at the quarters of the subordinate officials shall be kept near the main gate of the prison and in places where prisoners are employed in large numbers. In the latter case, the alarm should be loud enough to be heard at the main gate.
 - b. In a prison where a warder's whistle sounded at a certain area of the prison cannot be heard by either the main gate sentry or the second sentry, a means of swift communication of any untoward occurrence, shall be provided.
 - c. When a prisoner is found missing or if any attempt to break out of prison or any other disturbance occurs or appears imminent, an alarm shall be sounded.
 - d. All prison officials and staff present in the prison premises whether on or off-duty shall at once report at the prison gate to deal with the situation.
 - e. The officers present shall inform the Superintendent and other officers, if not available in the prison premises, of the incident by the quickest means of communication.
 - f. The officer/ staff who first notices the incident shall blow his whistle continuously to alert all officers/ staff of the prison including the sentry at the prison gate.
 - g. On hearing the alarm, the sentry shall sound a whistle in any part of the prison or its neighborhood, which shall be repeated till the entire establishment is alerted.
 - h. The head warder or warder on duty at the place where the alarm originates, shall immediately inform the duty officer at the prison gate regarding the nature of the occurrence that has taken or is about to take place, so that the Superintendent or the Deputy Superintendent or other officer in charge, may issue appropriate orders to control the situation.
 - i. The information about the area of the prison where the disturbance has occurred and the approximate number of prisoners involved will enable the Superintendent or any other senior officer present in the prison to quickly assess the situation and deploy force in adequate number for its control.
 - j. Promptly starting the alarm is the very important. When a prisoner is discovered to be missing, or a disturbance has broken out or is on the point of breaking out, immediate measures must be taken to search for the missing prisoner or quell the disturbance, as the case may be.
 - k. On hearing the sound of the alarm, the warders in charge of gangs shall collect their prisoners, confine them in a secure place and take necessary precautions to prevent their escape.
 - l. On an alarm being sounded, all prisoners inside the prison shall be locked into the nearest or most convenient ward, workshop or any other building. The warders on duty will keep a watch in the places of confinement of prisoners. The services of prison functionaries may be utilized for maintaining order and discipline amongst the prisoners.

7. Circulation of the Contingency Plan

A copy of the contingency plan should be readily available with the Superintendent of the prison and the concerned Superintendent of Police, to meet contingencies.

8. Action to be taken when the alarm is sounded

- i. Every prison officer on duty shall remain at the place of his duty until directed otherwise by superior officers.
- ii. Every prison official shall proceed immediately, no matter where or how engaged or whether in proper uniform or not, to the main gate of the prison.
- iii. The Superintendent or the senior most officer in charge must quickly assess the character and nature of the occurrence and decide the course of action to deal with the situation.
- iv. Sentries shall be posted in strategic locations of the prison from where they can provide information on real time basis to the senior officers.
- v. Staff posted on the watch tower and patrolling the periphery of the prison shall prevent prisoner(s) from scaling the wall.
- vi. When the prisoners are secured inside the prison, a small picket of force will be posted to stand watch over them.
- vii. The disposal of the remaining men will depend on the circumstances.
- viii. In case of escape or disturbance outside the prison, it shall be the duty of the officer in charge of the escort to take measures to search for the missing prisoner or to take measures to control and quell the disturbance, as the case may be, using his powers with discretion and with as little use of force as is, under the circumstances, necessary.
- ix. In case of riot or disturbance inside the prison, the officer in charge shall lead his men to put it down. Before taking such a step however, he shall first satisfy himself that there are no prisoners in the vicinity of the gate. Should there be prisoners, the gate shall not be opened till the crowd is dispersed and this can be effectively done from the gate-way roof. He shall then lead his men between the gates. When the outer gate has been bolted and locked, the inner one may be opened and the men will then march to the scene of the disturbance, to act as the officer in command may dictate.
- x. For controlling any incident of rioting, any officer of the prison shall use as little force as possible and inflict minimum injury on a person as may be consistent with restoring order and detaining such person.
- xi. Whether an alarm is real or false, all the tasks detailed from the preliminary whistle of the warder to the conclusion of the search for the missing prisoners or the suppression of the disturbance, as the case may be, should be carried out.
- xii. To accustom warders to the different circumstances with which they may be called upon to deal and to test their preparedness to turn out at short notice, an alarm parade shall be held twice a month, at any hour of the day or night, without previous warning, and started from one of the places where prisoners are usually assembled.
- xiii. Adequate lighting arrangement should be made to deal with any contingency during the night.

- xiv. In the case of missing prisoners, all efforts shall be made to trace them from within the prison premises.
- xv. It is the duty of the gate sentry, at the time of alarm, to defend the gate of the prison.
- xvi. The alarm parades should be conducted in full detail in an orderly and systematic manner. The Deputy Superintendent and all other officers and staff subordinate to him should be informed before hand, of the duties required of them so that they may know exactly what to do and where to go when the alarm sounds. Over a period of time, due to constant practice, each prison staff may respond to emergencies efficiently without waiting for instructions from the officer in charge.
- xvii. The Superintendent shall inform the police immediately, of the disturbance, riot, escape and violence in the prison premises.
- xviii. The alarm parade shall be concluded on the command of Superintendent, whereupon, all officers and staff who took part in the parade, will return to the prison gate, fall in line and be dispersed.
- xix. After the conclusion of the alarm parade, the Superintendent shall inform the Assistant Inspector General which is to be followed by a detailed report in writing, at the earliest.
- xx. The Superintendent shall note in his journal the date and hour at which the parade was held, the time taken by the warders to fall in line and arm themselves, the names of subordinates who were late or absent and defects noticed.

ESCAPE

9. Escape attempts

- i. When an escape attempt by a prisoner is noticed or comes to light, the guard/ sentry shall at once raise the alarm if the help of other guards is essential to prevent the prisoner's escape. He shall at the same time take all necessary steps to prevent the prisoner's escape.
- ii. It shall be ensured by the officer in charge of the armed guards that the armed party is ready for taking action at a moment's notice to prevent any group of prisoners from escaping from the prison.
- iii. On the alarm being sounded because of an escape occurring outside the prison, the officer in charge of the standing guard at the main gate shall dispatch as many warders as he can spare for assistance. The remaining warders shall wait for orders from the senior officer present.
- iv. The warder in charge of the group outside the prison from which a prisoner has escaped, shall after sounding the alarm, send at least three personnel of his escort party to apprehend the prisoner. He, on his part, will take the remaining prisoners back to the main gate of the prison where he shall report the escape to the senior officer on duty.

10. Control measures

- i. Control measures include:

- a. handcuffing of trouble makers;
- b. locking prisoners;
- c. segregating the trouble makers and dispersal of the mob;
- d. tightening all security measures;
- e. obtaining the required assistance from the District Magistrate, the Police and the Fire Brigade;
- f. asking for re-inforcement from the Police/ CAPFs for effective handling of the emergency.
- ii. The sequence of sounding alarms is as follows: it will start with the blowing of a whistle, followed by the sounding of the bugle and then striking of the alarm gong. Such sequential sounding of alarm shall indicate the need for urgent help because of an escape or its attempt. The Director/ Inspector General should ensure that the prison officials as well as the District Police officers and men are sensitized to this procedure.

11. Duty of the Deputy Superintendent in the event of escapes

As soon as report of an escape is received, the Deputy Superintendent or another senior officer on duty shall:

- i. dispatch a party of sufficient strength to search the locality where the escape has occurred. The party will be deployed under the command of an officer.
- ii. inform the Superintendent of the escape, who shall take suitable action for apprehending the escaped prisoner/ prisoners.

12. Duty of the Superintendent in the event of escapes

- i. The Superintendent shall give information of the escape by quickest means to;
 - a. the nearest police station,
 - b. the Superintendent of Police of the district where the prison is located,
 - c. the police station having jurisdiction over the area where the prisoner's home is located,
 - d. the District Magistrate of the district where the prison is located and the district of which the prisoner is a resident.
- ii. All such information shall also be sent in writing accompanied by a nominal roll giving the full description of the escaped prisoner(s).
- iii. It should be ensured by the Superintendent that the police share by the quickest means of communication, the report of the escape with the S.P. (Railways Assam) and the airport authorities for interception and detention of the escaped prisoner(s). Information shall also be sent by the quickest means of communication to the police and the prisons of other districts.
- iv. In all cases of escape, a clear copy of the photograph of the escapee must also accompany the descriptive roll being sent to the police and other authorities.

13. Report of an escape

- i. The Superintendent shall immediately convey the message to the Director/ Inspector General and in his absence, to the senior officer immediately below him available in the headquarters, followed by a detailed report within 24 hours from the time of escape, along with the nominal role.
- ii. The Director/ Inspector General shall send a report supported by documents, to the Government. It shall be ensured that the report of the Superintendent will not be routinely forwarded to the Government. The report that will be sent to the Government will be self-contained and shall give detailed information on the time and circumstances surrounding the escape; whether the prisoner has been re-captured and if not, the measures that have been taken to re-capture him.
- iii. An inquiry into the escape should be instituted by the Director/ Inspector General and its outcome intimated to the Government including the details leading to the escape, whether due to the connivance or negligence of the prison officials or attributable to defects in the buildings or system failure, etc.
- iv. The inquiry shall be conducted by the Assistant Inspector General, Prisons and Correctional Services.
- v. On re-capture of a prisoner, another report shall be sent to the Director/ Inspector General and the Government.

14. Report of an attempt to escape

Every attempt to escape, with the particulars in each case, shall be reported to the Director/ Inspector General and to the Officer-in-charge of the local Police Station having jurisdiction over the prison, accompanied by a descriptive roll of the prisoner(s).

15. Punishment for facilitating an escape

Any official of the prison who assists, connives with or fails to report and act upon an escape, shall be prosecuted under sections 222, 223 & 225A of the Indian Penal Code, 1860.

16. Publication of escapes

- i. Notice of escape of prisoners and rewards offered for their re-capture shall be published through electronic and print media for wide publicity, on the orders of the Director/ Inspector General.
- ii. All action taken to prevent escapes, whether by informing the officials of any plot or preparation to escape or by apprehending a prisoner attempting to escape or by any other manner, shall be brought to the notice of the Director/ Inspector General for suitable reward.

17. Procedure on re-capture

- i. The re-capture of escaped prisoner(s) shall be informed forthwith to all those who were informed of the escape, to enable them to make necessary entries in their records respecting the escape(s).
- ii. A re-captured prisoner is admitted into and detained in prison on the authority of the original warrant. The period of his escape from prison does not count as sentence served.

- iii. A re-captured prisoner, if under trial, shall be produced before the concerned court for further directions.

18. Re-captured prisoner to be considered as high risk prisoner

Prisoners who at any time have escaped or attempted to escape from custody, shall be considered high risk prisoners.

19. Names of prisoners not re-captured to be entered in the register

- i. The Superintendent shall maintain a register in which he shall enter the date of escape, the name and register number of every prisoner who has escaped and who has not been re-captured.
- ii. On re-capture, his name will be struck off from the register and the date of his re-capture shall be noted.

20. Steps to be taken when alarm is sounded on riot/ agitation/ break-out

- i. When the incident of a break-out or/ and agitation occurs inside a prison, the Superintendent of the prison should inform the police with a request to send force in adequate number to assist the prison authorities in controlling the situation and restoring order.
- ii. While informing the police, the nature of the riot/ agitation/ break-out should be intimated as well as the number of prisoners engaged in such unlawful activity. Till the arrival of the police, the prison guards and security personnel guarding the prison shall take requisite steps under the command of officers to control the situation and prevent escalation of disorder.
- iii. An alarm should be raised on noticing the first signs of such occurrence and this will be done by blowing the whistle, hearing which, the warder staff shall blow their own whistles. It will be followed by the sounding of the gong or siren at the main gate. Every prison official outside the prison shall proceed at once to the guard room and arm himself with riot gear. A message shall be sent by the senior officer present, to the Superintendent and Deputy Superintendent who shall summon every available man.
- iv. At the sound of the alarm, the reserve guard shall arm themselves with service weapons and stand outside the prison on alert.
- v. The main gate sentry along with other warders shall be posted between the gates and unless the prisoners are actually threatening the main gate, the rest of the force available shall enter the prison armed with riot gear and proceed at the double to the scene of the occurrence.
- vi. The main gate must be defended until more guards gather or the police arrive, after which, the mob should be dispersed and prisoners sent back to their wards.
- vii. The armed reserve guard shall not enter the prison or the scene of the occurrence until sent for by the Superintendent or the senior most prison officer present at the scene.

21. Duty of prisoners when the alarm is sounded

When the alarm is sounded, every prisoner shall run at once to previously defined places of security, usually the nearest sleeping barrack, where they shall be locked in by the warders. Prisoners should

be warned in advance that neglect of this rule shall render them liable to be treated as participating in the riot/ agitation/ break-out.

22. Controlling disturbances

Action shall first be directed to prevent any attempt to escape, to isolate the rioters from other prisoners and to rescue any prison officer who may be in danger. The prison guard shall use batons or tear gas on the command of the officer in charge.

If the disturbance is accompanied by an attack on any prison official or by a combined attempt to escape, the officer in command shall warn the prisoners that they will be fired upon if they do not submit. If circumstances permit, this warning shall be repeated three times. If the prisoners do not submit or the outbreak or disturbance cannot be quelled, the officer in command may summon the reserve guard and open fire on these prisoners. He shall stop the firing as soon as the prisoners cease resistance or submit.

On arrival at the scene of disturbance, the Superintendent shall take charge of the situation and issue necessary instructions to all officers, to control the situation.

23. Defence of the main gate in escapes

- i. Additional force/ warders should be sent to the Main Gate to re-inforce the strength of the sentry posted there.
- ii. The riotous assembly of prisoners should first be warned to disperse and return to their wards failing which mild baton/ lathi charge and use of water canons should be resorted to, after due warning. If the prisoners still cannot be dispersed successfully, tear gas munition (TG Munition) should be used.
- iii. If the prisoners cannot be driven back by any such means, firing shall be resorted to after issuing proper warning which should be clearly communicated to the prisoners through the PA System/ Loud Speakers.

24. Use of fire-arms

- i. It should be ensured by the commander of the firing party, who should be trained to use fire power in such situations for crowd dispersal, that the sole object of firing is NOT to KILL but to INCAPACITATE TEMPORARILY. Therefore, it should be ensured that the armed party should NEVER aim at the body or head but they should aim and fire, ALWAYS, LOW at the LEGS.
- ii. The wounding effect of firing depends on:
 - a. the part of the body struck, and
 - b. the effect that different types of bullets have on the internal tissues of the body.

The appropriate weapon for dealing with a mob at close quarters is therefore one which fires a heavy bullet with a velocity which causes a simple rather than an explosive wound. This has the necessary stopping power and causes the minimum amount of damage. Firing shall be stopped as soon as the prisoners are driven back.

25. Disturbance within the wards

If the disturbance occurs within the wards, the available force shall enter the prison, armed with batons and shall proceed at the double to the yard gate. A party shall enter the ward and bring the disturbance under control, while the remaining forces wait at the yard gate.

26. Treatment of extramural groups

- i. Groups which are outside the prison when the alarm is sounded shall at once be collected and made to sit close together under the charge of their escort till the disturbance is over.
- ii. If the situation permits, these groups shall be taken in and locked up in a ward. The warders in charge of the group should be detailed for other pressing duty.

27. Rehearsal of procedure to be followed when an alarm is given

- i. The Superintendent will ensure that an alarm parade shall be held at frequent intervals so as to instill in each prison officer and staff, the importance of alarm sounding when an outbreak or any other emergency occurs.
- ii. All steps laid down in this Manual shall be rehearsed accurately.
- iii. The prisoners shall be trained to run at once to the assigned place of security when the alarm is sounded.
- iv. No arms shall be taken inside the prison during alarm practice.
- v. The Superintendent shall make a record of each practice session and its results in his register, which should be scrutinized by the Director/ Inspector General during inspections or surprise checks.

28. Disposal of warrants of escaped prisoners

The warrant of a prisoner who escapes from prison shall be preserved in the prison for 10 years from the date of his escape. If he is not re-captured within that period, it shall be returned to the committing court with an endorsement to that effect.

IMPOSITION OF HANDCUFFS**29. Record of cases in which handcuffs are imposed**

- i. Whenever the Superintendent has reason to believe that a prisoner is likely to jump prison or break out of custody in view of his inclination to violence or tendency to escape or his being so dangerous or desperate that no other practicable way of preventing his escape is available except by confining him in irons, he may so confine him, with the permission of the court.
- ii. In every case in which any prisoner is placed in irons of any description, the fact that these have been imposed and the time of their imposition and removal, respectively, shall be noted in the registers maintained for the purpose.

30. Handcuffs to be examined

- i. In emergent situations, it shall be the responsibility of the Superintendent to decide whether to use handcuffs and fetters to secure any prisoner for reasons to be recorded in writing and under intimation to the District and Sessions Judge within twenty-four hours of using such handcuffs or fetters.
- ii. The Superintendent shall strictly abide by the legal requirement and ensure that the imposition of handcuffs and fetters is prohibited in respect of:
 - a. Female prisoners
 - b. Prisoners who are aged, physically infirm or seriously ill.

31. Method of imposition of handcuffs

Handcuffs may be imposed on the wrists in front, by day or night, for a period of not more than twelve hours at a time, with intervals of not less than twelve hours between each period, and for not more than four consecutive days or nights. The period, for which handcuffs may be imposed, shall be determined by the concerned court.

32. Annual statement of prisoners in handcuffs

An annual statement showing the particulars of case(s) in which fetters have been imposed during the year, shall be submitted on or before the 31st day of January of the succeeding year to the Director/ Inspector General by the Superintendent.

33. Removal of handcuffs

Fetters imposed for security shall be removed by the Superintendent as per the directions of the court, provided that in emergent situations where a prisoner is seriously ill and in the opinion of the Medical Officer, unfit to be imposed in fetters, the Superintendent shall remove his fetters forthwith, under intimation to the court.

NOTE - Before using any force against a prisoner, the officer of the prison shall give clear warning to the prisoner that he is about to use such force on him.

CHAPTER-VIII ACCIDENTS AND SUICIDES

1. Procedure when unnatural death occurs

- i. Whenever a sudden or violent death or suicide takes place in a prison, immediate notice shall be sent to the Superintendent and the Medical Officer. The body shall be left untouched in the position in which it was found, for inspection by these officers.
- ii. In the case of a prisoner found suspended by a rope in an attempt to commit suicide and there is reason to believe that he may still be alive, the body shall be raised at once to relieve pressure and laid gently on the ground. All measures shall be taken to restore consciousness, without waiting for assistance, which however shall be called for without delay. In all cases of death, the procedures laid down in this Manual must be followed.

2. Precautions to be followed to prevent accidents and suicides

- i. Knives and tools used in work sheds and barbers' or tailors' equipment shall be counted and locked by the warders every day. Ropes for wells shall be properly secured or locked up and the wells themselves protected to prevent persons falling or throwing themselves in. Care shall be taken that nothing is left about in the prison that may be used for suicides.
- ii. Prisoners with apparent suicidal tendencies shall be carefully watched and not left alone in a cell. Such prisoners should also be referred to counselors and psychiatrists and should be supervised closely.
- iii. When prisoners are employed in work of a dangerous nature, it shall be the duty of the prison officials supervising the work to take every reasonable precaution to guard against accidents.

3. Custody of poisons

- i. Drugs that induce drowsiness, poisonous drugs, surgical instruments and other similar instruments should be kept under lock and key.
- ii. Under no circumstances shall such key shall be entrusted to a prisoner.

4. Precaution against drowning

A strong rope and grappling irons shall be kept in the guard room of every prison, to be at hand in case of accidents in wells, if there are any in the premises of a prison.

5. Prevention against fire

- i. Care shall be taken while using kerosene and gas lights in any part of the prison to avoid fires.
- ii. In the maintenance of electric lights, every leakage shall be rectified without delay.
- iii. All staff in charge of offices, kitchen and stores shall take a round of the offices, kitchen and store rooms before they are closed for the night and satisfy themselves that everything is safe.
- iv. Fire in the workshops should be used in properly constructed fireplaces and the prison officer who locks up the prison, shall satisfy himself before leaving that these fires are properly extinguished. The concerned senior technical staff of the section shall also be responsible in this regard.
- v. No burning coal, wood or other fuel used in kitchen shall be allowed to be taken out of the kitchen. Those in charge of the kitchen shall be responsible for any violation.
- vi. If liquefied petroleum gas (LPG) is used in kitchen, it shall be ensured that the gas cylinders are stored in a secured room. In case of a fire, nobody should be allowed near the room until the fire is put out.
- vii. There shall be fire hydrants and firefighting equipment (sand and water buckets) in all parts of the prison, especially at all vulnerable points. The fire hydrant points should be decided by the Superintendent in joint inspections of such points with the officers of the Meghalaya Fire & Emergency Service and the PHE / Municipal office.
- viii. It should be ensured that the prison staff are trained to use the fire hydrants effectively.

- ix. Electric installations in the prison shall be inspected at regular intervals for which records should be kept by the Superintendent.
- x. Firefighting equipment shall be kept ready at hand.
- xi. The Director/ Inspector General will draw up instructions on fire safety and the drill to be followed in the prisons, showing the respective duties of all members of the prison establishment.
- xii. It is the duty of the Superintendent to ensure a fire drill at least once in three months. This would include fire fighting and safety measures and evacuation techniques. The report of the drills shall be submitted to the Director/ Inspector General without fail.
- xiii. When a fire occurs, immediate information should be given to the Control Room of the local Fire Station. The nature of the fire should be relayed to the fire brigade.
- xiv. Until help from the fire brigade is received, every attempt to quell the fire shall be made by the prison staff.
- xv. In the event of fire breaking out in the prison by day or night, the alarm shall be sounded.
- xvi. Steps shall be taken to ensure that fire does not spread to other parts of the prison and the lives of prisoners and of members of the staff are not endangered.

CHAPTER-IX

INFECTIOUS DISEASES

1. Every prison shall be provided with a permanent segregation sheds. On the occurrence of a case or a suspected case of cholera or any other infectious disease, the patient shall not be taken to the hospital but shall be immediately removed to one of these sheds. All officers and staff attending to the case shall be strictly isolated in another shed. They shall not be allowed to enter the common areas of the prison or communicate with other prisoners/ officials until the risk of infection is over. If possible, the prisoner(s) shall be removed to an infectious disease hospital outside the prison, through co-ordination with the Health & Family Welfare Department.

2. Record of diseases

If any prisoner is found to be suffering from contagious or infectious diseases, the Medical Officer shall record the fact on his history ticket.

3. Procedure for segregation and disinfection

- i. A prisoner with a contagious or infectious disease shall be segregated from the other prisoners if the Medical Officer of the prison considers it necessary. Care shall be taken to ensure that the ward accommodating such a prisoner in the prison hospital shall not be solitary.
- ii. A cell or compartment occupied by a prisoner with a contagious or infectious disease shall be thoroughly disinfected before it is assigned to another prisoner.
- iii. Clothing and bedding used by such prisoner should be properly disinfected or destroyed.

- iv. The Superintendent and the Medical Officer shall take the necessary precautions to prevent the disease from spreading to the other prisoners.
- v. The Medical Officer in charge of the prison shall, by the 5th day of every month, send a list of names of the prisoners with contagious or infectious diseases, to the Superintendent.

4. Treatment of prisoners after contact with an infected prisoner

Prisoners who have made contact with the patient(s) shall be detained under medical observation in a separate building, to prevent their mingling with other prisoners. Special care shall be taken to see that they bathe and feed separately.

5. Treatment of the clothing of an infected prison officer

If the clothing of any warder or prison officer is suspected to have been contaminated in any epidemic, it shall be at once withdrawn from use and disinfected.

6. Treatment of the infected barrack

The barrack in which a case occurs shall be immediately vacated and the inmates kept together and not allowed to go near other prisoners. The vacated barrack shall be thoroughly disinfected.

7. Vaccination or inoculation

Whenever an epidemic occurs, the Medical Officer shall at once arrange for vaccination or inoculation if required, of all prisoners, prison personnel and members of their families.

8. Accommodation of patients

- i. Overcrowding must strictly be avoided both in the hospital as well as in every cell and ward.
- ii. If the epidemic is severe, it may be necessary to use the prison hospital for treatment of epidemic cases, removing all other cases to a temporary hospital that can be set up in a ward or work shed, (if no better place is available).
- iii. Minor cases of colic or ordinary diarrhoea shall be treated separately and not admitted to the hospital.

9. Sterilization of drinking water

- i. On the recommendation of the Medical Officer, drinking water shall be rendered thoroughly safe for human consumption. Gas or firewood shall be made available for this purpose to the minimum extent necessary, as decided by the Director/ Inspector General.
- ii. Care shall be taken to ensure that sufficient appliances for boiling water are available.

10. Observation of prisoners

- i. The Medical Officer of the prison shall observe the general health condition of prisoners to detect possible cases.
- ii. Any person showing symptoms shall be removed for treatment at once.

- iii. The Head Warder/ Warder shall report to the Superintendent at once, any sign of illness.
- iv. A prisoner using the latrine more often than usual, shall be placed under observation.

11. Treatment of the hospital floor

The floor of the hospital shall be washed or sprinkled liberally with 2% saponified cresol or izal lotion.

12. Disposal of contaminated objects

Contaminated objects shall be placed in a vessel with a tight fitting cover containing an equal part of 4% cresol or izal lotion for two hours and then buried. They can also be incinerated using saw dust, paddy husk or kerosene. Such disposal should be undertaken in a specified area.

13. Cleanliness of prisoners

Special attention shall be given to the cleanliness of prisoners and their clothing. The water used for washing should not be allowed to remain within the prison walls.

14. Treatment of the clothing and bedding of infected inmates

- i. The clothing and bedding of the inmates of an infected ward shall be either immersed for 30 minutes in boiling water or kept in 20% carbolic or cresol lotion and then aired and returned to them after they have bathed.
- ii. Hospital clothing and bedding used by infected patients shall be burnt. A proper record should be kept of such disposal to write them off from the records of the Prison Store.

15. Disposal of an infected corpse

The body of a person who has died of an infectious disease shall be wrapped completely in a sheet saturated with 2% carbolic or cresol lotion and buried/ cremated without the least delay.

16. Report to the Director/ Inspector General

- i. The first occurrence of an infectious disease shall be at once reported by the Superintendent to the Director/ Inspector General, which shall be followed by a written report on the same day, stating the circumstances of the case and the measures taken to arrest the progress of the disease.
- ii. The next two cases too shall likewise be reported. On the occurrence of the second case, the Superintendent shall submit a report stating whether he proposes a large scale segregation of prisoners within the prison premises. If he does, then he shall elaborate the measures he intends to take for the purpose. If he does not plan segregation, he shall record his reasons for the same. If the Director/ Inspector General is absent from the Headquarters, the report shall be delivered to him by the quickest means.

17. Daily report during epidemics

- i. A daily report shall be furnished by the Superintendent to the Director/ Inspector General as long as the epidemic prevails. In this report, the Superintendent shall briefly note the progress of the epidemic, the measures taken to control it and any information he may consider of importance.
- ii. A copy of this report shall also be sent to the Director of Health Services (MI).

18. Information to Courts

The Superintendent shall inform the concerned court of prisoners suffering from contagious and infectious diseases.

**CHAPTER-X
HUNGER STRIKES****1. Procedure to be followed in hunger strikes**

- i. Prisoners who go on hunger strike shall be warned that no redress of any alleged grievance(s) shall be allowed as long as the strike continues and that they shall be liable to any punishment as may be decided under the Prisoner's Act and rules made there-under.
- ii. The usual concession in the matter of interviews and letters for such prisoner(s) shall be restricted to members of the legal profession only.
- iii. If any such prisoner proposes to engage a member of the legal profession to represent him, a Vakalatnama shall be executed by the prisoner(s) in favor of the member of the legal profession and only that member shall be permitted to interview the prisoner in this regard.
- iv. In the event of mass hunger strikes by the prisoners, the Superintendent shall permit a limited number of members of the legal profession as he may consider reasonable, to interview the prisoners. The members of the legal profession should be in their formal attire and give prior written requisition on their letter heads to the Superintendent, for interviews.
- v. If a mass hunger strike results in mutiny, the prisoners shall be isolated from each other and from other prisoners, as far as possible.
- vi. Any prosecution proceedings against the prisoner(s) for the hunger strike, shall be held within the prison and shall be initiated and completed expeditiously.

2. Forcible feeding of prisoners on hunger strike

- i. The Medical Officer may direct that the prisoner(s) on hunger strike are to be forcibly fed.
- ii. Forcible feeding shall not be attempted with unnecessary violence. But until such time as forcible feeding is required, food approved by the Medical Officer shall be regularly placed beside the prisoner(s) on hunger strike, for consumption.

3. Daily report to the Government

The Medical Officer shall furnish daily reports to the Superintendent on the health of the prisoner(s) who is/are on hunger strike, who shall in turn, forward them to the Government through the Director/ Inspector General.

CHAPTER – XI

EXECUTION OF SENTENCES

1. Method of calculating a sentence

- i. The duration of a sentence shall be calculated in calendar years, months, fortnights, weeks or days.
- ii. The term ‘year’ means a year according to the calendar, a ‘fortnight’ means fourteen days and a ‘week’ means seven days.
- iii. When a prisoner’s sentence includes a fraction of a month, the date of release shall be calculated by reducing such fraction to days. A month, for this purpose, shall consist of thirty days. For example, if a prisoner is sentenced to one and half months’ imprisonment on 2nd February, the date of his release shall be 18th March.

2. Serving a sentence

- i. In whatever order the sentences are served, a prisoner is liable to serve the aggregate of the terms of all the sentences, provided that under no circumstances shall a prisoner be detained in prison beyond the period indicated by the terms of the Warrant of commitment.
- ii. In case of doubt as to the order in which the sentences shall take effect, instructions shall be taken from the Court imposing the last sentence.

3. Determination of the commencement of imprisonment and breaks in imprisonment

- i. In calculating the date of expiry of a sentence of imprisonment in a criminal case, the day on which the sentence was passed and the day of release shall both be included as days of imprisonment. A prisoner who is punished till the rising of the court only, shall be released from the court itself and not admitted to prison. In the case of a prisoner who is punished till the rising of the court and is awarded another sentence on the same day, the latter sentence shall start from the date on which the sentence is awarded. If a prisoner is sentenced to imprisonment for 24 hours, he must be kept in prison for the exact number of hours. In such cases, the sentence shall be deemed to commence from the hour indicated in the warrant. Prisoners sentenced to one day’s imprisonment shall be admitted in prison and released on the same day.

Example 1: A prisoner sentenced on 1st January to one day’s imprisonment shall be released on 31st January and not on 1st February.

Example 2: A prisoner sentenced on 28th February to one month’s imprisonment shall be released on 29th March as the sentence was awarded in the month of February which has 28 days.

Example 3: A prisoner sentenced on 1st January to one day’s imprisonment shall be released on the same day. But if he is sentenced to imprisonment for 24 hours he shall be kept in confinement for that period and not released before the hours are up on 2nd January.

- i. In the case of a prisoner sentenced to imprisonment in default of payment of a fine, the period of imprisonment shall be reckoned from the day on which he was re-arrested for failing to pay the fine imposed.

- ii. If the month in which the sentence of a prisoner expires has no date corresponding to the date of the sentence, the last day of the said month shall be taken as the day of expiry of the sentence. The same principle shall apply when the sentence is reduced due to payment of fine or grant of remission.
- iii. When a prisoner is sentenced to two or more periods of imprisonment to be served concurrently, the date of release shall be calculated considering both terms as one.

Example 1: A prisoner sentenced on 21st November, 2020 to two substantive terms of imprisonment of one year each, shall be released on 20th November 2021.

Example 2: A prisoner is sentenced on 1st January to two months' imprisonment and a fine of Rs. 200 or in default of payment, one month's imprisonment. If the fine is not paid, he shall be released on 31st March, but if the fine is paid, then he shall be released on the last day of February.

- iv. If a sentence of death is commuted to one of imprisonment for life or imprisonment for a term, the sentence of imprisonment for life or imprisonment for a term shall be deemed to commence from the date on which the sentence of death was passed.
- v. The following method shall be adopted in calculating the date of release of a prisoner who, after conviction, is released on bail by an Appellate court but is afterwards re-committed to prison to serve his sentence, or who escapes and is subsequently recaptured;

Add the number of days for which the prisoner was on bail or was 'at large', to the term of the sentence, exclusive of the day of release and re-arrest, or of escape and re-capture. The date on which the sum of these periods will elapse, counting from the date of conviction, shall be the date of expiry of sentence.

Example: A prisoner sentenced on 1st January to one month's imprisonment escapes on 15th January and is re-captured on the 16th January. He shall be entitled on the original warrant, to be released on the 2nd February.

If a convicted prisoner who has been released on bail, commits an offence during his bail period and is re-admitted to the prison, the 'at large' period shall be counted up to the date of the order issued by the court concerned regarding cancellation of bail and taking him into custody in that case.

- vi. In the case of multiple (consecutive) sentences, the sentences shall be executed/ run according to their date of pronouncement of the sentence.

Example: Two sentences are awarded to a prisoner – the first sentence of one year imprisonment is pronounced on 1st January, 2017 and the second sentence of ten years' imprisonment on 1st March, 2017. The ten years' sentence will start after the expiry of the first sentence. If however, a prisoner is sentenced in two different cases on the same day for the same term which will not run concurrently, the sentences awarded will run according to the date/ year of offence i.e. FIR Number, year wise i.e., if a prisoner is sentenced on 1st January, 2018 in two cases registered as FIR No.70/15 and No.50/16, for a period of two years each, then the sentence for the case registered as FIR No.70/15 shall run first.

- vii. A prisoner sentenced to life imprisonment on 3rd December, 2013 was facing trial in another case. On 7th August, 2015 he was granted bail (on appeal) by the appellate court. Trial in the

second case commenced on 11th December, 2015. The period spent between 7th August, 2015 and 11th December, 2015 will not be treated as period spent in serving the sentence in the first case.

- viii. When a court passes a sentence after a re-trial or after the original sentence is reversed and re-trial is ordered on appeal, the previous sentence or portion thereof already undergone by the prisoner before the commencement of the re-trial, should also be counted towards the sentence imposed after the re-trial, excluding any period during which the prisoner was 'at large' unless otherwise specifically directed.
- ix. When an Appellate Court directs that the execution of a sentence or order appealed against be suspended, the appellant shall, if detained in prison pending further orders of such court, be treated in all respects as an under trial prisoner. Should the appellant be ultimately sentenced to imprisonment or imprisonment for life, the period during which the original sentence was suspended shall be included if passed while the prisoner was in prison and excluded if passed while the prisoner was 'at large'.
- x. In all cases where a sentence or order is modified or reversed, whether in appeal or revision, a separate warrant shall be issued in respect of each prisoner whose sentence has been so modified or reversed.

4. Unexpired sentence of an escaped prisoner

- i. In the case of an escaped prisoner who is subsequently arrested in connection with another offence, any period spent on that account in police custody, or as an under trial prisoner, shall not be reckoned as imprisonment under the original sentence.
- ii. Necessary entries shall be made in the space provided for recording the original date of release in respect of all such prisoners, in the Register of Prisoners.

5. Date of release of prisoners sentenced for escapes

If a prisoner receives a sentence for escape from prison, the date of release shall be re-calculated in accordance with Section 426 of the Code of Criminal Procedure, 1973 and entered in the Register of Prisoners, in place of the original date of release.

6. Periods that will not count towards a sentence

- i. In the following cases, the period spent by prisoners outside the prison, known as at-large period, shall not count towards the sentence:
 - a. escape
 - b. bail
 - c. suspended period of the sentence if directed by the court
- ii. A prisoner released on bail in court on the day he is sentenced without having been sent to prison, shall not be deemed to have served any part of his sentence.

- iii. Convicted prisoners removed from a prison in one State to a prison in another State under the provisions of the Transfer of Prisoners Act, 1950 (Central Act XXIX of 1950) shall be deemed to be undergoing their original sentence in the prison where they have been transferred.
- iv. When a prisoner on conditional release is re-admitted in prison owing to an infringement of the terms on which he was released, the unexpired portion of his sentence shall be carried out without waiting for the receipt of Government orders, which shall be sought through the Director/ Inspector General immediately on admission of such prisoner. In such cases, the unexpired portion of sentence shall be deemed to have commenced from the date of the prisoner's re-admission in prison.
- v. In the case of a prisoner released on bail on a day subsequent to that on which he was committed to prison, but who is again committed to undergo sentence in the same case, every day of admission and every day of release shall be counted as days of imprisonment in respect of such sentence.
- vi. In cases where there are more than one 'at large' periods, the aggregated total of all such periods shall be worked out in terms of days and added to the substantive sentence. The date on which the sum of these periods elapses, counting from the date of conviction, shall be the date of expiry of the sentence.
- vii. In case of a convict who has to attend court on the very day of his release for a case for which he is not on bail, he shall be treated as released in the morning and sent to court as an under-trial prisoner. If the prisoner is sentenced to further imprisonment on that very date, the sentence shall be calculated from the following day.

7. Sentencing of a foreigner to a term of imprisonment

If a foreigner, apprehended and detained under Section 14 of Foreigners Act, 1946 (Central Act 31 of 1946) has to undergo a term of imprisonment, the period of detention under the Foreigners' Act shall be exclusive of and additional to the period of any sentence of imprisonment which may be imposed upon him.

8. Convicts sentenced to simple imprisonment

- i. A prisoner sentenced to simple imprisonment and volunteering to work, may be allowed to choose such work as is available, by the Superintendent.
- ii. Such prisoners shall not be punished for neglect of work. However, if he/ she persistently neglects work, such permission granted may be withdrawn.
- iii. If he expresses a written desire at any time to cease work, he shall be permitted to do so.
- iv. If he chooses to labour, he shall be required to wear the prison uniform.

9. General discipline

- i. Prisoners sentenced to simple imprisonment shall be subject to the same disciplinary restrictions as applicable to other prisoners.

- ii. They shall clean their own wards and wash their own clothes and shall keep their clothes and bedding neatly arranged and folded.
- iii. They shall remain in the part of the prison assigned to them and shall not wander about the prison, nor enter the labour yards or work-sheds.
- iv. Prisoners sentenced to simple imprisonment shall, as far as possible, be kept separate from other prisoners.
- v. They shall be required to participate in all correctional and cultural activities of the prison, such as education, vocational training, moral instructions, games, entertainment etc.
- vi. Military prisoners sentenced to simple imprisonment shall not be permitted to wear military uniform, while in prison. If such prisoner has no clothing in his possession other than his uniform, he shall be provided, at Government expense, clothing suitable to his rank.

10. Prisoners sentenced to fine

- i. Fine Register – In prison, a fine register shall be maintained indicating the details of fines paid by the prisoners.
- ii. The Superintendent or the Deputy Superintendent may receive fines at the prison and the amount of fine received shall be accounted for in the Cash Book. A receipt shall be issued to the prisoner in this behalf.
- iii. The Superintendent shall deposit the fine amount with the Cashier within twenty-four hours or on the next working day. It shall be the duty of the Cashier to ensure that the fines received in the prison are properly accounted for and promptly deposited in the Treasury. The Superintendent shall obtain a receipt in the prescribed printed form, from the Cashier in respect of the fines being deposited with him/ her. The receipt will be pasted in the Convict Register.
- iv. The Superintendent shall ensure that the entire amount of fine received by him or the Deputy Superintendent is promptly deposited with the Cashier. The Superintendent will cause the reconciliation of the Cashier's accounts with the amount of fine received by him or the Deputy Superintendent.
- v. The Superintendent shall ensure that all amounts received by the Cashier are promptly deposited in the Treasury.

11. General discipline

Prisoners sentenced in lieu of fine shall be subject to the same discipline as applicable to other convicted prisoners.

12. Calculation of sentences awarded in default of payment of fine

- i. If a prisoner sentenced to imprisonment in default of payment of fine receives another sentence while undergoing such imprisonment, the second sentence shall begin from the date on which the first sentence expires or if the fine is paid, from the date of payment.

Example: A prisoner is sentenced on 31st January to pay a fine of Rs. 300 or in default, to two months' rigorous imprisonment. On 12th February of the same year, he is sentenced in another case to

imprisonment for four months. If the fine is paid in full on 28th February, the sentence of imprisonment for four months shall begin from 28th February and not from 31st January.

- ii. If a prisoner, sentenced to a term of imprisonment in default of payment of fine is also, either at the same time or subsequently, sentenced to another term or terms of imprisonment, the initial sentence shall be kept in abeyance till the expiration of all the absolute sentences of imprisonment. It shall be annulled wholly or partially by the payment of the fine in whole or in part, before the expiry of that period or so long as imprisonment continues.

Explanation: This rule covers the case of a prisoner whose first sentence of imprisonment is only in default of payment of fine. The substantive sentences of imprisonment, subsequently imposed, shall count from the date of the first sentence and the imprisonment in default of payment of fine shall take effect last, although a portion of it may have been already served when the substantive sentences were awarded, unless the imprisonment is of a different denomination to that of the substantive sentences. In such a case, the imprisonment in default of payment of fine shall be completed before the substantive sentences take effect.

- iii. The imprisonment which is imposed in default of payment of a fine, shall terminate whenever that fine is either paid or levied by the process of law.
- iv. If a prisoner is sentenced to imprisonment, of which the whole or any portion thereof is in default of the payment of any fine, and if the fine or a portion of it is not immediately paid, the dates of release shall be calculated and entered on the prisoner's warrant and History Ticket and in the Registers so as to correspond both with payment and with non payment of fine.
- v. If a prisoner who is sentenced to a fine and in default to imprisonment, pays a portion of the fine, the date of release shall be proportionally altered. If the imprisonment in default of payment of fine is expressed in calendar months, reduction of imprisonment made in consequence of such payment shall be calculated in calendar months and not in days. Any payment shall be calculated in calendar months and not in days. Any fraction of a month obtained by such calculation shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of days or is less than a single day, the portion of a day which results, shall be considered and treated as being equal to a full day.

Example: A prisoner is sentenced on 1st January to a fine of Rs. 300 or in default, to six months' imprisonment. No part of the fine is realized except a sum of Re.1. He shall be released on 29th June, even though the amount realized is less than the full amount due for a single day.

- vi. When a prisoner is sentenced to pay a fine and the fine is paid in installments, the period of sentence to be remitted shall not be calculated on the individual payments but on the aggregate of the several previous payments.

Example: If a prisoner is sentenced on 1st January to six months' imprisonment and to a fine of Rs. 300 and it is ordered that if the fine is not paid, he shall be imprisoned for a further period of six months, and if the prisoner immediately on conviction pays Rs.100, the date of his release shall be first fixed for 31st October (six months plus four months as equivalent of the fine unpaid), and if he afterwards pays another sum of Rs.100, the date will be changed to 31st August and on his paying the entire amount of the fine, to 30th June.

- vii. If a prisoner who is sentenced to a fine and in default, imprisonment for a certain number of years, months and days, pays a part of the fine, the remission for the payment shall be calculated in years and months and not in days and any fraction of a month obtained by such calculation

shall be reduced to days. When the fraction thus obtained is not exactly equal to any number of days, or is less than a single day, the portion of a day which results shall be considered and treated as being equal to a full day, in favour of the prisoner.

- viii. If a fine or its portion imposed on a prisoner as a sentence or part of a sentence by a Magistrate, is tendered at the prison, it shall be received by the concerned officers during office hours, except Sundays and prison holidays, provided the prisoner is due for immediate release. The Superintendent shall at once remit the sum received to the court or Treasury and send intimation of the payment to the adjudicating court.
- ix. Sentences imposed in default of payment of fines cannot run concurrently with other sentences of imprisonment.

13. Intimation of payment of fine

- i. When fines imposed on prisoners are recovered by a court, intimation of the same will be received by the Superintendent from the Court. If the convict has been transferred elsewhere, the Superintendent shall forward such intimation by registered post to the prison in which the convict is confined. All fine intimations shall be acknowledged.
- ii. No action shall be taken on fine intimations which do not bear the seal of the court. Such intimation shall be returned to the court for proper authentication and affixing the seal of the court. When intimation of payment of fine by a prisoner is received from a Police Officer, it shall be returned to that officer with a request that it may be forwarded through the court awarding the sentence.

14. Prisoners to be informed

When the fine has been paid, the prisoner concerned shall be informed and the payment shall be duly noted in the Register, on the warrant and on the prisoner's History Ticket. The entries in the register, the warrants and History Tickets shall be signed by the Superintendent or the Deputy Superintendent. A separate Inward Register indicating receipt of information of payment of fine, shall be maintained.

15. Imprisonment in default of giving security in addition to a substantive sentence

- i. When a person, in respect of whom an order requiring him to furnish security is made under Section 106 or 117 of the Code of Criminal Procedure 1973, is at the time of such order sentenced to or undergoing a sentence of imprisonment, the period for which such security is required shall commence on the expiry of such sentence. In other cases, such period shall commence on the date of such order being passed, unless the Magistrate, for sufficient reasons, fixes a later date. If such a person fails to give security on or before the date of expiry of his substantive sentence, he shall be detained in prison until the expiry of the period for which security is required to be furnished, or until the requisite security is furnished. It is not necessary in such cases that a formal warrant shall be issued by the Magistrate for the detention of such person in the prison after the expiry of the substantive sentence.

Illustration: If a prisoner, while undergoing three months' imprisonment is ordered by a competent Court to execute a bond under Section 106 of the Code of Criminal Procedure, 1973 for keeping the

peace for a term of six months and execute a bond of Rs. 25 with one surety for a like amount, fails to give security on or before the date on which the three months' substantive imprisonment expires, he shall be detained in prison until he furnishes the required security, or until the term for which such security is to be given is complete, but no formal warrant is necessary for such detention.

- ii. If a person while undergoing imprisonment by an order under Section 122 of the Code of Criminal Procedure, 1973 in default of furnishing security, is convicted of an offence committed prior to the making of such order and is sentenced to undergo imprisonment, such sentence shall commence from the date on which it was passed; and if such sentence expires before the period for which the person is undergoing imprisonment in default of giving security, he shall be detained for the remainder of such period. If, however, a person while undergoing imprisonment in default of furnishing security is convicted of an offence committed after issue of the order under Section 122 of the Code of Criminal Procedure 1973, and is sentenced to imprisonment, such sentence shall commence at the expiration of the imprisonment for failure to furnish security, unless the Court directs that such sentence shall run concurrently with the imprisonment for failure to furnish security.
- iii. Where a prisoner who is already undergoing substantive sentence of imprisonment, has been ordered to undergo a further sentence in default of furnishing security for keeping the peace or good behaviour under Chapter VIII of the Code of Criminal Procedure, 1973, the order shall be brought to the notice of the Sessions Judge to whom the Judicial Magistrate who passed the order, is subordinate.
- iv. The period mentioned in Section 122 (2) of the Code of Criminal Procedure, 1973 shall be counted from the date of the order of the Sessions Judge or High Court, unless the latter specifically directs in the warrant that it is to be counted from some other date. In such a case, the direction of the superior court shall be complied with.
- v. Detention for failure to give security is not a substantive sentence of imprisonment within the meaning of Section 427 of the Code of Criminal Procedure Code, 1973.
- vi. When a sentence of a prisoner is reduced/ modified by the Appellate Court including the fine sentence, the sentence in default of fine shall be counted/ started just after the expiry of the modified substantive sentence and not from the date of the decision of the Appellate Court.

Example: The Court on 1st January 2017 awards a one year sentence and Rs.1000/- fine and in default, two months' simple imprisonment. The Appellate court modifies the substantive sentence on 1st August 2017 to six months while maintaining the fine sentence. The date of release will be calculated as follows:

Date of sentencing: 1st January, 2017

Term of the sentence: One year

Date of release as per the sentence: 31st December, 2017

Sentence in default of payment of fine: Two months

Date of release after modification of the original sentence by the Appellate Court: 31st August, 2017.

- vii. When a prisoner's sentence is reduced/ modified to the period already undergone, by an appellate court, the fine sentence shall also be presumed as undergone unless any specific order regarding the fine sentence is passed.

16. Prisoner to be informed of the result of his appeal or application

In all cases, the Superintendent shall acknowledge by a letter, the receipt of any warrant or order or intimation and shall also inform the prisoner of the result of his appeal or application.

17. Calculation of sentence modified on appeal

When an Appellate Court simply modifies a sentence passed by a lower court without any change in the Section(s) under which the sentence was passed, or when an Appellate Court changes the Section(s) under which the sentence of conviction or quantum of punishment was passed, the sentence finally passed shall count, unless otherwise specially directed, from the first day of imprisonment under the original sentence.

18. Effect of annulling two sentences

- i. When a prisoner has been committed to prison at the end of one trial under two separate warrants and the sentence in one warrant is to take effect from the expiry of the sentence in the other warrant, the date of the second sentence shall, in the event of the first sentence being set aside in appeal, be presumed to take effect from the date on which he was committed to prison under the first or original sentence.
- ii. When separate sentences have been passed in separate trials and the sentences run consecutively, the operation of the second sentence shall commence from the date of conviction in the second case, in the event of the first sentence being set aside on appeal.

Illustration: A prisoner is sentenced on 1st July to two periods of six months' imprisonment for two offences and on appeal, the first sentence is quashed on 31st August. The prisoner will then be entitled to be released on 31st December.

A prisoner is sentenced on 1st July to six months' imprisonment and on 1st August to another period of six months' imprisonment. On appeal, the first sentence is quashed on 31st August. The prisoner will be entitled to be released on 31st January.

If however, an appeal is also filed in the second case, it will be within the powers of the court hearing the second appeal to direct that credit shall be given for such period as is covered between the date of the second conviction and the date on which the first appeal was accepted. No credit however, shall be given in the second case for any period passed in prison under the first sentence prior to the date of the conviction in the second case, by the court of original jurisdiction.

When an Appellate Court annuls a sentence and directs that the prisoner be retried and a warrant for the prisoners' release on bail is not received, the prisoner shall be remanded to the under trial yard (unless he is undergoing some other sentence) and the Superintendent shall apply to the committing court for warrant of his custody pending trial, if such warrant is not at the same time furnished. Such warrant should set forth the Court by which the prisoner is to be tried and the date on which he is to be produced before the Court.

19. Conditions to be complied with in executing a sentence of solitary confinement

- i.a. When a prisoner is placed in a solitary cell, the number of the cell should be written in the history-ticket, against the entry.
- b. The total confinement undergone on warrant should be shown in the history ticket at a separate entry on each occasion that the prisoner is removed from such confinement.
- c. On discharge from the prison, an entry should be made in a register maintained for the purpose, showing the total quantum of solitary confinement undergone by the prisoner as per the warrant.
- ii. No prisoner should be placed in solitary confinement until the Medical Officer certifies on the history-ticket that he is fit to undergo it.
- iii. Prisoners sentenced to solitary confinement should ordinarily be divided into four gangs and each gang should be placed in cells for a week at a time.
- iv. A prisoner who is unfit at the time he would ordinarily be confined, should be placed in a solitary cell at a subsequent date, if the conditions imposed by Section 74 of the Indian Penal Code allow it.
- v. The execution of a sentence of solitary confinement need not be postponed on account of an appeal having been lodged.
- vi. Every prisoner undergoing solitary confinement shall be visited daily by the Medical Officer.
- vii. Any prisoner undergoing solitary confinement shall, under the orders of the Medical Officer on the ground that continuation of such confinement would likely prove injurious to his mind or body, be forthwith removed from the cell or place in which he is so confined. The Medical Officer shall make a record of the order in his journal.
- viii. If a prisoner sentenced to solitary confinement be declared by the Medical Officer to be permanently unfit to undergo such confinement, the fact shall be reported to the court which awarded the sentence.
- ix. The declaration should be recorded in the history-ticket and the warrant.

20. Solitary confinement when to be undergone

If a prisoner is sentenced under two or more separate warrants, any period of solitary confinement awarded can only be given effect to during the time of executing the sentence of which it forms a part.

21. Endorsement on warrant of solitary confinement undergone

On the expiration of the sentence of every prisoner awarded solitary confinement by the committing court, an endorsement to that effect should be made by the Superintendent on the warrant, certifying the execution of the sentence, the total period of solitary confinement the prisoner has undergone and if any portion has not been executed, the reason for the same.

CHAPTER – XII

ATTENDANCE OF PRISONERS IN COURTS

1. Prisoners not to be sent to court in prison clothing

- i. A prisoner attending court either as a witness or as an accused shall wear private clothing.
- ii. For this purpose, his private clothing shall be issued to him before proceeding to and withdrawn from him on return from court.
- iii. When no such clothing is available, the Superintendent shall provide the same.

2. When the court and prison are in one station

- i. On every day that the prisoner attends court, he shall receive the full prison ration and shall be allowed to carry his mid-day meal along with him.
- ii. Where there is a jail or lock-up at the court before which the prisoners have to appear, the officer in charge of the escort shall deliver the prisoners to the official in charge of such jail or lock-up and shall not be responsible for their custody while they are in such jail or lock-up. He shall be responsible for their custody only while escorting them to and from such jail or lock-up.

3. Certain prisoners not to be moved

No prisoner of the State or prisoner under sentence of death, shall be removed from the prison in which he may be confined without the special sanction of the Government, except when required to appear before a Sessions Court or High Court.

CHAPTER – XIII

DEPORTATION AND DETENTION OF A FOREIGN NATIONAL

1. The following categories of foreign nationals may be detained in a Detention Centre / Holding Centre / Camp:
 - i. Foreign nationals who have completed their sentence or acquitted by Courts awaiting deportation due to:
 - a. non-confirmation of nationality;
 - b. non-issue of travel documents by the Mission of the concerned foreign Government in India; and / or
 - c. delay in arranging air tickets by the foreigner concerned or by the Mission of the country concerned, for deportation.
 - ii. Illegal immigrants detected by the State Government or law enforcement agencies, awaiting deportation.
 - iii. Persons declared as foreigners by the Foreigners Tribunals, awaiting deportation.

2. Communication with or visits to foreign nationals

- i. Any communication addressed to a Consulate by a prisoner or detainee, shall be forwarded to the Ministry of External Affairs through the State Government without undue delay. After properly scrutinizing the letter, the Superintendent will forward the same to the Government in the Department of Prisons & Correctional Services through the Director/ Inspector General.
- ii. Such communication shall be subject to scrutiny/ censorship as per the rules.
- iii. The particulars of incoming and outgoing letters of a foreign national, if found objectionable, shall be censored and furnished to the Government through the Director/ Inspector General.
- iv. Whenever Consulate Officials of a foreign country seek permission to visit or interview a prisoner, the Superintendent shall inform the Government in the Department of Prisons & Correctional Services through the Director/ Inspector General, of such request from the Consulate. Only on receipt of an order from the Government, shall the Superintendent permit Consulate officials to visit the prisoner.

Explanation: The right to interview a foreign national in prison does not mean a private interview and does not include the right to inspect the living quarters of the prisoner/ detainee. This is also subject to general regulations regarding interviews in prison.

3. Deportation

The procedure for deportation of foreign nationals shall be in accordance with the Guidelines issued by the Ministry of Home Affairs from time to time, in this regard.

CHAPTER – XIV COMMUNICATION OF PRISONERS WITH OTHER PEOPLE

1.
 - i. Reasonable facilities are to be allowed for interviews and letters.
 - ii. Every prisoner shall be allowed to meet and interact with his family members, relatives, friends and legal advisers twice a week.
 - iii. A prisoner may be allowed to write any number of letters at his cost; however, the Government will provide stationery for four letters in a month free of cost, if he so desires. Purchase of postage stamps may be allowed for letters from prisoners to their relatives in foreign countries, at their cost.
 - iv. On admission, every prisoner will be required to submit a list of names of persons who are likely to meet him and any interaction shall be restricted to such family members, relatives and friends. Addition of new names to the list should be allowed only on the order of the Superintendent, on an application made by the prisoner.
 - v. The conversation at such interactions shall be limited to private and domestic matters only. This should be made clear to the prisoners and the people allowed to meet them.
 - vi. The number of persons who may interact with a prisoner at any one time, shall ordinarily be limited to two.

- vii. The Superintendent may restrict any visitor from interacting with any prisoner on justifiable grounds.
- viii. Ex-prisoners and habitual offenders may not be permitted by the Superintendent to meet their friends lodged in a prison, except in contingent circumstances.

2. Privileges contingent on good conduct

- i. The privilege of interviews with friends and relatives and of writing letters, is contingent to the good conduct of prisoners.
- ii. These privileges may be suspended or withdrawn by the Superintendent of prison on grounds of bad conduct.

Explanation I: Every prisoner shall be given the option of informing his family of his committal to the prison immediately on his admission, for which he shall be provided with stationery.

Explanation II: Prisoners shall not be allowed to correspond with prisoners in other prisons. If however, a prisoner has got relatives in another prison, he may be permitted to write to them, subject to the restrictions contained herein.

3. Interaction with prisoners in the same prison or in hospitals outside the prison

The Superintendent shall permit a prisoner, other than a condemned prisoner, to meet other prisoners in the same prison or in a hospital outside the prison, subject to the following conditions:

- a. They are related by blood or marriage.
- b. The prisoner in the hospital is seriously ill.
- c. The hospital is situated in the same city.
- d. The prisoner is sent under adequate escort as the Superintendent decides.
- e. The prisoner shall return to the prison immediately after seeing the prisoner in the hospital.

Provided that nothing contained herein, shall apply to persons detained under preventive detention laws or prisoners who habitually commit offences punishable under Sections 224, 376, 396 to 400, 402, 467, 471, 472, 474, 489, 489-A, 489-B and 489-D of the Indian Penal Code, 1860 and who are convicted under the above mentioned sections of the Indian Penal Code, 1860.

4. Requirement of the Superintendent's permission

- i. No prisoner shall be allowed to interact with people from outside the prison without the permission of the Superintendent of the prison.
- ii. Applications for interviews with prisoners may be made either verbally or in writing. If the prisoner is not entitled to have an interview, the applicant shall be informed at once.

5. Facilities for visitors

- i. Waiting rooms may be provided in every prison to enable visitors to await their turn to meet the prisoners. They may be given a token for the same.
- ii. The Superintendent will furnish a list of the names of prisoners who have had no visitors for a period of one calendar year to the Director/ Inspector General who will get the reasons for the same verified in writing.
- iii. The Superintendent shall arrange for reasonable facilities for visitors such as water, wash room, toilet, seating arrangements, fans, etc. Adequate and appropriate facility/ infrastructure shall be provided to disabled visitors or disabled prisoners.
- iv. It shall be ensured that the approach to the prison premises/ area set apart for visits is friendly to differently-abled persons.
- v. The Superintendent shall display conspicuously, on a Notice Board outside the prison premises, information with regard to:
 - a. time of registration of visitors;
 - b. time schedule for interviews;
 - c. duration of interviews;
 - d. schedule of prisoners to be interviewed;
 - e. list of articles which are prohibited from being passed on to the prisoner; and
 - f. any other important information.

6. Interviews on prison holidays

Interviews shall not ordinarily be granted on Sundays and other Government holidays except under exceptional circumstances. The reason(s) for granting such interviews on Sundays or Holidays shall be recorded by the Superintendent in the journal.

7. Timing for interviews

- i. The Superintendent shall fix the days and hours on which all interviews shall be allowed. No interviews shall be allowed at any other time, except with the special permission of the Superintendent.
- ii. A notice indicating the hours for interviews shall be posted outside the prison.

8. Place of interview

- i. Every interview shall take place in a special part of the prison appointed for this purpose. If possible, such a place should be at or near the main gate to ensure the safety and security of prisoners. The interview room should have fiber glass partition with intercom facilities or equipped with any other latest technology and should be so constructed as to prevent the passage or exchange of any prohibited articles between the prisoners and their visitors.

- ii. The interview room shall be divided into cubicles and should be sound-proof.
- iii. The Superintendent may allow well behaved prisoners to have face-to-face interaction after giving due consideration to security and other related aspects.
- iv. Interviews with female prisoners shall, if practicable, take place in the female enclosure/ ward.
- v. If a prisoner is seriously ill, the Superintendent shall permit the interview to take place in the prison hospital or hospital outside the prison.
- vi. A prisoner may be allowed interviews twice a week.

9. Interview to take place in the presence of a prison officer

- i. Every interview shall take place in the presence of a prison officer, who shall be positioned at a place from where he can see and hear the interaction between the prisoner and his visitor. A lady prison officer shall be present during visits to female prisoners.
- ii. The following procedure must be observed;
 - a. The Superintendent shall ensure that the particulars of visitors are duly entered in the register maintained for this purpose, before they are allowed to meet the prisoners.
 - b. The Superintendent shall also ensure that the identity of the visitor is well established.
 - c. The Superintendent shall ensure that visits to security or High Risk prisoners are held at a time different from that for general interviews.
 - d. Every interview with a terrorist or militant, whether serving a sentence or kept as an under-trial prisoner or a prisoner detained under Preventive Detention Laws shall take place in the presence of an officer not below the rank of Assistant Superintendent.
 - e. The Superintendent shall verify the antecedents of visitors of High Risk Prisoners. Such verification shall be made by the District Special Branch or NIA or any other agency as the case may be.
 - f. Relatives or friends of High Risk Prisoners shall produce duly authenticated identity documents such as a family ration card, voter's identification card, driving license, Aadhar Card, Passport or any other document accepted by the Government for the purpose of identification.
 - g. There shall be a Visitors' Registration Centre for each prison/ prison complex to facilitate registration of interviews.
 - h. There should be a tele-booking or online facility through which visitors may register their visits in advance. The operator registering the interview shall give a unique ID number to the visitor and inform him/ her of the date and time of the visit.
 - i. The staff deployed at the Visitors' Registration Centre should be courteous and helpful.
 - j. An enquiry desk shall also be set up at each Visitors' Registration Centre to help the visitors which should be prominently situated for access by visitors. Proper seating arrangements, water coolers and toilets shall be made available for the visitors.

10. Termination of an interview

An interview may be terminated at any moment if the prison officer present considers that there is sufficient cause for terminating it. In every such case, the reasons for terminating the interview shall be reported at once to the senior most officer present in the prison.

11. Duration of an interview

Ordinarily, the time allowed for interaction shall not exceed half an hour. However, this may be extended by the Superintendent in special or exceptional circumstances.

12. Search before and after interview

Every prisoner and visitor shall be carefully searched by the prison staff deputed for the purpose, before and after the visit. If a visitor refuses to comply, the Deputy Superintendent will deny him the visit and the detailed grounds for the same shall be entered in the journal.

13. Power of the Superintendent to refuse an interview

- i. The Superintendent may dis-allow any visit if in his opinion, it is not in the public interest to allow it or if sufficient reasons exist, to do so. In every such case, the Superintendent shall record his reasons for such refusal in his journal.
- ii. The Superintendent and the Deputy Superintendent shall frequently visit the enclosure(s) set apart for visits to ensure that no harassment is caused to the visitors or prisoners.

14. Withholding of letters of prisoners and their disposal

- i. Prisoners may be allowed to write letters only to their family members, relatives and close friends.
- ii. Prisoners should also be allowed to correspond with the counsels handling their cases.
- iii. If any correspondence is found detrimental to the prisoner's rehabilitation, such correspondence whether incoming or outgoing, shall be withheld. The prisoner should be informed of such action without divulging the contents of the letters received. The prisoner may also be warned in this regard.
- iv. There may be no limit on the number of incoming letters to a prisoner.
- v. Prisoners shall not be allowed to correspond with inmates of other prisons. However, if a prisoner has a relative lodged in another prison, he may be permitted to send letters to him.
- vi. The Superintendent shall have the right to disallow correspondence to prisoners for reasons of security and discipline or during periods of emergency, if he considers it necessary.
- vii. No letter shall be delivered to, or sent by a prisoner, until the Superintendent has satisfied himself that its transmission is not objectionable. The Superintendent may withhold any letter which seems to him, to be in any way improper or objectionable. He may also cause such paragraphs in the letters to be erased.
- viii. No letter written in a secret language shall be allowed.

- ix. If a letter is written in a language that cannot be satisfactorily translated in the prison concerned, it shall be sent to the Director/ Inspector General who will send it to the competent Government Department for translation.
- x. A prisoner may retain any letter which has been delivered to him under due authority.
- xi. The Superintendent shall maintain a record of all letters sent or received by a prisoner.

15. Facilities for written correspondence

- i. All letters by prisoners shall be written at such time and place as the Superintendent may appoint.
- ii. A fixed day of the week, preferably Sunday, shall be set apart for letter writing.
- iii. Service postage stamps shall also be provided to prisoners.
- iv. Prisoners shall be allowed to purchase writing material at their own expense.
- v. All notebooks provided to prisoners will bear numbered pages to keep a check on their misuse and to prevent secret correspondence.

16. Exclusion from privileges

If any prisoner abuses any privilege relating to visits or correspondence with persons outside the prison, he shall be liable to be excluded from such privileges and may be subjected to other restrictions as the Superintendent may consider necessary.

17. Other facilities for under trial prisoners

- i. Every interview between an under-trial prisoner and his legal adviser shall take place within sight but out of hearing of, a prison official. A similar concession shall be allowed by the Superintendent in the case of visits by any near relative of an under-trial prisoner.
- ii. Any legal practitioner who abuses the process of interview with prisoners shall be debarred from future interviews for such time as the Director/ Inspector General may direct.
- iii. The Director/ Inspector General will also inform the concerned Bar Council regarding the conduct of the legal practitioner, for appropriate action under the law.
- iv. Any bona-fide written communication prepared by an under-trial prisoner as instruction to his legal counsel (to be verified by a signed Vakalatnama) may be caused by the Superintendent to be delivered personally to such legal counsel.

18. Correspondence from a prisoner who is a member of the State Legislature or of Parliament

All correspondence by a prisoner who is a member of the State Legislature or of the Parliament, to the Speaker or Chairman of the House of which he is a member, or to the Chairman of a Committee (including a Committee on Privileges) of such a House, or of a Joint Committee of both houses of the State Legislature or of Parliament, shall be immediately forwarded by the Superintendent to the Government through the Director/ Inspector General.

19. Telephonic and electronic communication

- i. The Superintendent may allow a prisoner the use of telephones or electronic modes of communication on payment, to contact his family, friends and lawyers from time to time, in accordance with the instructions issued by the Director/ Inspector General. The prisoner may use this facility under the supervision of an officer to be designated by the Superintendent.
- ii. Such permission shall not be given to prisoners who have a record of unruly behavior and bad conduct.
- iii. This facility can be withdrawn temporarily or permanently if any jail offence is committed by a prisoner during the period of incarceration or if the telephone facility is found to be misused.
- iv. Prisoners involved in offences against the State, under the Public Safety Act, terrorist activities and otherwise involved in multiple heinous offences such as robbery, dacoity, murder, kidnapping for ransom etc., habitual jail offenders and those frequently caught assaulting fellow inmates shall not be eligible for this facility.
- v. The Superintendent shall maintain a register containing the following columns:
 - a. serial number and date of the call;
 - b. name of the prisoner and parentage;
 - c. offence involved;
 - d. telephone number called and the reason(s) for the same;
 - e. call duration;
 - f. observation of the Superintendent if the request is declined and the reasons for the same.

**CHAPTER – XV
APPEALS****1. Deputy Superintendent to record the desire of prisoners to appeal**

Upon conviction, the Deputy Superintendent shall ascertain whether the prisoner desires to file an appeal or not and record it in the Convicts' register and on the History Ticket of the prisoner. The prisoner shall be required to sign the History Ticket or affix his left thumb impression thereon. This shall be verified and confirmed by the Superintendent at the time of the prisoners' physical verification and report in this regard should be sent to the District & Sessions Judge of the concerned district.

2. Prisoners to be assisted in preferring appeals

- i. If a prisoner cannot write, the Legal Aid Cell attached to the prison shall prepare his appeal petition. The Superintendent shall assist in the preparation of an appeal within the period of limitation.
- ii. A prisoner, whose petition or appeal is written by someone else, shall be given full opportunity to express himself and his case shall, as far as possible, be recorded verbatim.

3. Petition for clemency

Every convict shall be at liberty to file a petition to the Government for clemency and shall be accorded reasonable facilities for preparing and submitting such a petition. Except in the case of petitions against the execution of sentences of death, all such petitions shall be accompanied by copies of the judgments of the Court which convicted the prisoner and of any superior court which may have dealt with the case, on appeal.

4. Procedure for disposal of representations/ memoranda by prisoners

- i. Prisoners may address any representation or memorandum to any authority of the State and Central Government.
- ii. All such representation, if found not objectionable and in order, shall be forwarded to the concerned dignitary or authority by the Superintendent.
- iii. If the Superintendent is of the view that any representation is objectionable, he shall forward it to the Government along with his comments, through the Director/ Inspector General for action as deemed fit and proper.

5. Special Leave to appeal

The Superintendent shall communicate a list of prisoners of the following categories to the State Legal Services Authority and the District Legal Services Authority, for provision of legal aid and assistance:

- a. Under-trial prisoners who are old and infirm, including women who are pregnant or have nursing babies.
- b. Under-trial prisoners who have spent more than three months in prison and who have no means to engage a counsel.
- c. Persons arrested on suspicion under Section 41 of the Code of Criminal Procedure, 1973 who have been in prison beyond a period of 15 days.

6. Exclusion of time taken in obtaining copy of the Judgment

The date on which a prisoner expresses his intention to appeal shall be entered at the appropriate space in his History Ticket. The time between that date and the date on which the copy of the judgment is delivered to the prisoner shall be treated as the time required for obtaining a copy of the order or sentence appealed against, within the meaning of Section 12 of the Limitation Act, 1963 (Central Act 36 of 1963).

In order to enable the appellate courts to calculate the period of limitation prescribed for criminal appeals under the Limitation Act, 1963 (Central Act 36 of 1963), every appeal petition shall be endorsed with the following notice, signed by the Superintendent: "The period requisite for obtaining a copy of the order appealed against, to be excluded from the period of limitation under Section 12 of the Limitation Act, 1963 (Central Act 36 of 1963), was days."

7. Delay in preparing petition to be noted

If any delay has occurred in preparing the appeal or revision petition after the receipt of the copy of the judgment, a note of such delay shall also be made on the appeal or revision petition.

8. Maintenance of the Appeals Register

- i. The Deputy Superintendent shall maintain an Appeal Register. He shall cause the register to be placed before the Superintendent as frequently as may be necessary. Commencing from the date on which the prisoner expresses his desire to file an appeal, till the date of receipt of the order of the appellate court disposing of the appeal, all such dates on which action is taken during the entire process shall be entered in the Appeals Register and attested by the Superintendent. This would include the date on which requisition for the copy of the judgment is sent, the date of receipt of the copy of the judgment, the date of delivery of the copy to the prisoner or other nominated party and the date of receipt of the appeal from the prisoner.
- ii. The Superintendent shall ensure that there is no delay in the process of disposal of appeals/petitions.
- iii. When notice of the date of hearing of an appeal or petition is received, it shall be communicated to the convict who shall affix his signature or thumb impression on the notice as token of its receipt. The notice shall then be attested by the Superintendent and returned to the concerned court.

9. Appeal procedure by persons convicted by a Court Martial

- i. No appeal lies from a sentence passed by a court martial under the Army Act, 1950 (Central Act XLVI of 1950). The prisoner has a right to submit one petition only, against the judgment or sentence, for disposal by the highest authority to which he is authorized to apply. His legal right to submit a petition and the authority to which a petition shall be addressed are to be explained to every accused at the time of the pronouncement of the sentence. Such a petition shall be forwarded to the authority to which it is addressed.
- ii. Appeals or petitions addressed to the Government of India shall be forwarded to the Central Headquarters of the concerned Armed Force, for disposal.

10. Record of the result of the Appeal/ Appellate order

The order and judgment of the Appellate Court, the copy of the original judgment and other connected records, shall be filed and kept along with the prisoner's warrant.

In every case in which a sentence is modified or reversed on appeal, the Superintendent, on receiving the warrant prepared by the appellate court in terms of the order passed, shall inform the prisoner of the decision of the appellate court and make a note of it in the History Ticket and other connected records. The sentences shall be accordingly corrected and the revised dates of release shall be entered and attested by the Superintendent.

11. Procedure when the Court directs re-trial of a prisoner

- i. If an Appellate Court directs that a prisoner be re-tried and a warrant for his release on bail or for his custody pending trial is not at the same time received, the prisoner shall, unless he has a

sentence on another warrant to undergo, be remanded to the prison for under-trial prisoners and the Superintendent shall apply to the Court for a warrant for his custody pending trial.

- ii. In every case in which a sentence is confirmed on appeal, the Superintendent shall receive information to this effect from the Appellate Court. The confirmation of sentence or appeal shall be entered in the History Ticket and other connected records and attested by the Superintendent.

12. Procedure when the Court directs the acquittal of a convict who is facing other criminal charges

A convict who is acquitted by an Appellate Court but has other criminal cases pending against him, shall be sent to the ward meant for under-trial criminal prisoners, subject to the orders of the court.

13. Communication of orders on appeal

Immediately on receipt, orders disposing of appeals shall be communicated to the prisoner by the Superintendent, who shall certify on the order that it has been so communicated. Whenever a prisoner is transferred before the receipt of orders on his appeal, such orders shall be forwarded without delay, to the Superintendent of the prison in which the prisoner is confined.

CHAPTER-XVI UNDER TRIAL PRISONERS

1. Under-Trial Prisoners shall be kept apart from convicted criminal prisoners as per the provisions of Section 27 of the Prisons Act, 1894. An under-trial prisoner shall be permitted food, clothing, bedding or other necessities, subject to certain restrictions. The Superintendent shall supply clothing and bedding to an under-trial prisoner unable to provide himself with these articles. Due provision shall be made for the admission of visitors, including their duly qualified legal advisers, to under-trial prisoners.

2. Note:

1. No criminal or non-criminal lunatic should be kept in the prison.
2. Those suffering from mental illness / lunacy shall be immediately transferred to appropriate mental health institutions.
3. No classification of prisoners shall be allowed on grounds of socio-economic status, caste or class.

3. Classification of Under Trial Prisoners

- i. The classification of under trial prisoners should be done only on the basis of –
 - a. security,
 - b. discipline and
 - c. institutional programmes.

- ii. First time casual offenders shall be kept separately from repeaters or habitual offenders. Subject to the provisions of Section 28 and Section 29 of the Act, the prisoners shall be segregated in categories as follows:
 - a. Prisoners suffering from contagious and infectious diseases such as leprosy, tuberculosis, etc.
 - b. Prisoners suspected to be suffering from mental disorder and
 - c. Inmates having suicidal tendencies.
- iii. The Superintendent may, in addition to the above provisions, order further segregation of under trial prisoners in respect of whom, information has been received from the police or any other investigating agency in writing, falling in the categories as provided here-under:
 - a. Category-1(S1- Red): Fundamentalists, Naxalites, insurgents, extremists and terrorists or any other individual characteristics warranting confinement.
 - b. Category-2 (S2- Blue); Gangsters, hired assassins/ shooters, dacoits, serial killers/ rapists/ violent robbers, drug offenders, habitual grave offenders/ communal fanatics and those highly prone to escapes/ previous escapees/ attacks on police and other dangerous offenders including those prone to self harm/ posing threats to public order warranting confinement.
 - c. Category-3 (S3- Yellow): Those who do not pose any threat to the society upon release, such as those involved in murder on personal motives, commission of other bodily offences, theft/ property offences, prohibition offences, offences under other special and local laws, railway offences and other minor offences.

4. Note:

- i. Prisoners posing security risk or indulging in violence or disorderly behavior or likely to create unrest in the jail or threat to public order or displaying aggressive tendencies or other hardened prisoners may be considered as High Risk Prisoners and may be lodged separately in cells, with the prior approval of the Director/ Inspector General.
- ii. An accused person detained under Section 122 (2) of the Criminal Procedure Code, must be treated as an under trial prisoner until his case has been decided by the Sessions Court or the High Court.

5. Food

- i. If the police or military escort reports that the under trial prisoner has not been given food, the prison authorities should make necessary arrangements for serving food to him.
- ii. In case the under trial prisoner is admitted after the prison meals have been served or after lock-up, available food should be given to him as per the prescribed scale.

6. Supply of food, etc., from outside

Every under-trial prisoner shall be permitted to purchase or receive from private sources, food, clothing, bedding or other necessities, subject to the following restrictions:

- i. such articles shall be examined by the Deputy Superintendent before the under trial prisoner's admission into the jail;
- ii. tobacco, spirits, liquors and intoxicating drugs are prohibited unless prescribed by the Medical Officer on medical grounds;
- iii. all purchases shall be made by the Deputy Superintendent under the orders of the Superintendent.

7. Admission

- i. Every under-trial prisoner shall, on admission to jail:
 - a. be required to wash himself and his clothing thoroughly;
 - b. be supplied with a cup, plate and bedding, if necessary; if the prisoner is destitute or has insufficient clothes, the Superintendent shall issue from the jail store such clothes (not being prison clothing) as may be necessary;
 - c. be provided with an "under-trial ticket" in the prescribed form;
 - d. private articles bearing marks or symbols of political affiliations, close resemblance to the uniforms of police, prison officers and staff and defence forces should not be kept or used by under trial and convict prisoners.
- ii. The admission hours will be governed by the provisions in the chapter on custodial management.

8. Approvers

- i. When an under trial prisoner has been admitted by the court as an approver or a confessing accused, he should be kept separate from the others involved in the same case.
- ii. Where there are separate cells or compartments in the under trial ward, these should be utilized for the purpose.
- iii. If there is no separate compartment, such prisoners may be kept in separate cells by day and in separate wards by night, but care must be taken that they are not kept in solitary confinement.

9. Special directions by Courts

- i. Any special direction as to the separation of an under trial prisoner given by the Judge or Magistrate should be carried out.
- ii. Such separation should be secured so as to prevent him from communicating directly or indirectly with other prisoners involved in the same or other cases.

10. Identification for court purposes

- i. Under trial prisoners (UTPs) shall not be allowed to cut or shave the hair on their heads or faces or in any way to alter their personal appearance, so as to make it difficult to recognize them.
- ii. UTPs shall not be prevented from changing their clothes, provided that their appearance is not materially altered when they are presented for identification in the prison or when sent to court for trial.

11. Police to inform regarding identification of UTPs

The police shall give intimation to prison authorities of cases in which identification of under trial prisoners is to be carried out and shall give full description of growth of hair, moustache, beard, etc., which the under trial prisoner had at the time of arrest.

12. Police interrogation

- i. Only such police officers as have been authorized by the Judge or Magistrate, should be allowed to interrogate an under trial prisoner while in prison.
- ii. Such interviews should be held in the presence and within the hearing of a prison officer.
- iii. No police officer shall be allowed to visit a prison unless he is in proper uniform and possesses a valid identity card issued by the competent authority.

13. Facilities

The following facilities should be extended to all under trial prisoners:

- i. Legal defence.
- ii. Interviews with lawyers and family members (for legal purposes) such as:
 - a. signing the Vakalatnama,
 - b. delegation of power of attorney,
 - c. execution of a will,
 - d. essential religious necessities as per rules,
 - e. applications to courts and Legal Aid Authorities for legal aid at Government cost,
 - f. other applications to courts.

Such other facilities as are sanctioned by the Government should be extended to under trial prisoners.

14. Production before courts

- i. An under trial prisoner shall be physically produced before the court, on the dates of hearing.
- ii. Under trial prisoners should be served the usual morning meal before they are sent to the court.
- iii. For extension of detention in custody, the prisoner may be produced either physically before the court or through electronic facilities like video-conferencing, etc. For this purpose, a court diary shall be maintained in which all relevant entries of production before various courts shall be made. These entries should be made daily by the officials concerned and should be daily supervised by the officer in charge of matters related to under trials.

15. Requisition of escort

- i. On the basis of the court diary, requisition for police escort should be sent well in advance.
- ii. Information about women under trial prisoners, young offenders and violent, dangerous and notorious under trial prisoners should be sent to the police authorities while requisitioning the escort.

16. Sick prisoners

If an under trial prisoner is ill and the Medical Officer certifies the prisoner's inability to attend the Court, he should not be produced before the court. In such an event, the medical certificate should be forwarded to the court.

17. Articles allowed to be taken while going to the court

- i. Before attending Court, the under trial prisoner should return all prison articles issued to him. Except the clothes on his person and papers pertaining to his case, the under trial prisoner shall not be allowed to carry any other article.
- ii. If the under trial prisoner wants to take his money for legal purposes, the same should be forwarded to the court through the police escort. This amount may be utilized by the under trial prisoner under orders of the court for purposes like legal defence, cost of copies, etc. The disposal of this amount should be certified by the police and the prisoner in the appropriate columns of the register prescribed for such purpose.

18. Search

All under trial prisoners shall be thoroughly searched before being sent to the court and after their return from the court.

19. Transport

- i. On the date fixed on the warrant of a prisoner committed to trial or on the receipt of an order, the prisoner concerned shall be placed in the custody of the police for conveyance to the court.
- ii. The handcuffs shall be used only with the permission of the court.
- iii. Women prisoners and young offenders shall be transported separately. If separate conveyance is not available, then the common means of conveyance should have separate compartments.
- iv. High Risk prisoners shall be transported separately from other prisoners, under adequate escort. Such prisoners shall be kept in a separate lock-up in the court premises.
- v. All prisoners shall be thoroughly searched and frisked by the police before being transported to the court.
- vi. It should be ensured by the escort-in-charge that the prisoners behave properly while on the way to the court. Any deviation should be reported to the Superintendent for action against the prisoner concerned.
- vii. Any act or omission on the part of the prisoner on the way to the court or in the lock up of the court is to be treated as an offence committed in prison custody.

20. Handcuffing

Handcuffing should be resorted to when there is no other reasonable way of preventing the escape of the prisoner, in the given circumstances.

21. Procedure to be followed in the court premises

- i. The police escort shall not allow the delivery of prohibited articles to under trial prisoners during their movement between the court and the prison or on the court premises.
- ii. Under trial prisoners should be thoroughly searched before being taken into the court-room.

22. Return to the prison

- i. On the return of an under trial prisoner from the court to the prison, any unauthorized article found or special circumstance or irregularity noted by the prison officer on duty shall forthwith be reported to the senior officer on duty and if necessary, to the District Superintendent of Police for necessary action.
- ii. Money belonging to an under trial prisoner brought by the police escort under a Court order, should be recorded in the Register and deposited in the prison office, under intimation to the under trial prisoner.

23. Production of under trial prisoners in other states

- i. The permission of the Trial Magistrate shall be obtained on receipt of a production warrant from a court in another state. If permission is declined or not received, intimation for non-production shall be sent to the concerned court of the other state.
- ii. In case the next date of production is not available and no other case is pending against the under trial prisoner in Meghalaya or in other states, the under trial prisoner shall not be released for absence of judicial remand.
- iii. All efforts should be made to procure the next date of production or the inmate be made to appear before the concerned court for extension of judicial remand or for disposal of his case.

24. Production of under trial prisoners before courts in civil proceedings

Unless specifically ordered by the concerned Judge, no under trial prisoner shall be produced before a court for civil proceedings.

25. Prevention of undue detention

An under trial prisoner whose case is being tried by a Magistrate shall be produced before the Magistrate at least once in fourteen days.

26. Precaution against prolonged detention

The Superintendent shall submit, every month, to the District and Sessions Judge and the Director/Inspector General, a list of under trial prisoners;

- i. who have undergone detention equivalent to the maximum sentence provided in law, for the offence or offences;

- ii. who have undergone detention equivalent to half of the maximum sentence provided in law for the offence or offences;
- iii. who have not been able to produce surety even after a period of two months from the date of the order granting bail; and
- iv. who have not been able to produce surety in bailable offences or other offences irrespective of the period of detention.

27. Additional cases

When additional cases are pending against a prisoner, the following action should be taken:

- i. Entries of additional cases in red ink on the remand warrant, in appropriate columns of the under trials' register and in the court diary, should be made.
- ii. Intimation to the court/ courts concerned of the pending cases, stating whether the prisoner is on bail or not, in connection with such cases.
- iii. Intimation to the police escort in the prescribed form.

28. Under trial prisoner wanted for trial in another case/ cases

- i. When an under trial prisoner is wanted for trial in another case/ cases for which he is not on bail, the court concerned will issue separate remand warrants.
- ii. In the event of grant of bail in the second case or other cases, due intimation shall be sent by the courts to the prison authorities.
- iii. When an under trial prisoner confined in a prison is required for another case/ cases for which he is on bail, the court concerned will duly intimate the prison authorities.
- iv. If an under trial prisoner has two cases pending against him for which he is not on bail, an endorsement in red ink should be made each time he is sent to the court.

29. Discipline

- i. No convicted prisoner shall be kept in the same area in which under trial prisoners are kept or be allowed to have contact with under trial prisoners.
- ii. In all matters where under trial prisoners are concerned, no convicted prisoner shall be utilized for supervision or similar purposes.

30. Work

- i. Under trial prisoners shall clean the yards, barracks and cells where they are kept. Such work may be allotted on a group basis.
- ii. It will also be incumbent on all under trial prisoners to keep their own clothing, bedding and tools/ utensils properly washed, cleaned and disinfected.

31. Under trial prisoners who volunteer to work

- i. If under trial prisoners volunteer to work, suitable work if possible, should be given to them.
- ii. Wages may be paid to them according to schedules of standard tasks and wages, as fixed by the Government.
- iii. Employment of under trial prisoners on extramural work is strictly prohibited.
- iv. Under trial prisoners should not be employed outside their own enclosure or in work-sheds and areas where other convicted prisoners work.

32. Transfer of under trial prisoners

- i. During an emergency or on administrative grounds, the Director/ Inspector General may transfer under trial prisoners from one prison to another, within the territory of Meghalaya.
- ii. The prisoner shall be produced before the court on the due date.

33. Serious illness

When an under trial prisoner is seriously ill, the Superintendent shall send a report along with a medical report, to the concerned court.

34. Intimation of serious illness or death to family members

When an under trial prisoner is seriously ill or dies, the Superintendent shall intimate his family members by the quickest means possible, through the concerned police station. The record of communication shall be properly kept.

35. Transfer to a hospital outside the prison

When the prison Medical Officer recommends that in the interest of the health of the under trial prisoner, he should be transferred to a hospital outside the prison, immediate action should be taken.

36. Conviction of an under trial prisoner

- i. When an under trial prisoner is convicted, the officer in charge of under trial prisoners should hand over all connected papers and records together with cash and private property, if any, to the officer in charge of the admission of convicted prisoners who will attend to the usual routine in this regard.
- ii. On conviction, an under trial prisoner should be transferred to the yard meant for newly admitted convicts.

37. Release from the court

- i. When an under trial prisoner is discharged or released from the court, an endorsement to that effect will be made by the court in the prescribed form.

- ii. On receipt of such intimation, entries in the appropriate columns of the under trials' register should be made.
- iii. If no such intimation has been received on the same day, the Superintendent shall without delay, call the attention of the Court to the matter.

38. Personal property

- i. If the under trial prisoner is released from the court, he/ she should claim his personal property, if any, from the prison authorities within three months, failing which the same should be forfeited and sold in auction with the permission of the Director/ Inspector General.
- ii. The sale proceeds or cash, if any, will be deposited in the Government treasury.

39. Release from the prison

- i. Release orders and bail bonds will be sent through post or through the officers of the Court.
- ii. If any other person brings such documents, the same should not be accepted at the prison office.
- iii. On receipt of a bail bond or release order, prompt action should be taken.
- iv. An under trial prisoner in a district prison, should normally be released on the same day of the receipt of the bail bond or release order.

40. Release from a hospital outside the prison

- i. If an under trial prisoner undergoing treatment in a hospital outside the prison is ordered to be released on bail by the Court, the District Superintendent of Police shall be informed about the prisoner's bail and after completion of due procedure, their security cover will be withdrawn.
- ii. On receipt of this information, the Medical Superintendent of the concerned hospital can discharge the prisoner, if deemed fit.

41. Release procedure

While releasing an under trial prisoner, the officer in charge should attend to the following points:

- i. scrutiny of the bail bond or release order with relevant original papers and records,
- ii. checking whether any other case is pending against the under trial prisoner,
- iii. checking the identity of the under trial prisoner,
- iv. handing over the cash and property of the under trial prisoner.

42. Contents of the bail bond to be informed

The under trial prisoner should be informed of the contents of the bail bond prior to his release.

43. Bail bond to be returned to the court

After release, the bail bond should be duly returned to the concerned Court along with a certificate of release.

44. Discrepancy in the release order and custody warrant

If there is discrepancy in the particulars mentioned in the release order and custody warrant, which in the opinion of the Superintendent makes it risky to release the prisoner, he shall bring that to the notice of the court on the following day, for correction. If the discrepancy was due to a clerical error, the under trial prisoner shall be released immediately after rectification of the release warrant.

45. Provisions for women Under-Trial Prisoners

- i. Women under trial prisoners shall be escorted by women police.
- ii. Women staff members shall be in charge of women under trial prisoners.
- iii. Women officers should be present at the time of admission and release of women under trial prisoners.
- iv. Women officers should attend to all work pertaining to women under trial prisoners.

CHAPTER – XVII

RECORDING THE DATA OF UTPs/ CONVICTS

1. **Particulars of UTPs:** The Superintendent will collate the data of UTPs in the format as per Annexure – I, form no. 1.
2. **Particulars of convicts:** The data of convicts should be prepared as per Annexure-II, form no. 2.
3. **Usage of the modified ‘Custody Warrant’**

National Legal Services Authority has designed a new modified Custody Warrant (Annexure III). The prison's data is maintained only on the basis of case details received by the prison authorities, starting with the First Custody Warrant, which is in turn based solely on the case particulars contained in the FIR. This data is amenable to change at different stages i.e. stage of filing of the Charge sheet, framing of Charge and passing of the final Judgement.

Adoption of this new modified ‘Custody Warrant’ is necessary as the software filters cannot give correct results unless the specific offence for which the UTP is detained, is regularly updated. For example, an accused initially arrested under Section 302 IPC may be finally charge sheeted under Section 304 IPC.

This modified Custody Warrant carries the particulars of the Legal Aid Counsel/ Private Counsel, representing the UTP at different stages.

CHAPTER – XVIII

HIGH RISK PRISONERS

1. High risk prisoners will be lodged in separate enclosures demarcated as high security enclosures within the existing prisons. If possible, separate high security prisons may be constructed. Under no circumstances should the High Risk offenders be kept with other under trial prisoners and convicts.

2. Building Structure of high security enclosures

- i. High security enclosures/ prisons should have a thick outer masonry wall at least 20 feet in height. The building pattern should be oval with watch towers at all corners and one central tower within the enclosure.
- ii. The enclosures/ prisons should be provided with anti-tunneling slabs and all spaces open at the top should be covered with iron grill.
- iii. If the High Security enclosures/ prisons have a cellular type of accommodation, there should be minimum space of 10' x 9' which will have the facility of an inbuilt Wash Cabinet and bath and a strong dividing wall.
- iv. The front portion of cells should be of iron grill, the flooring should be of RCC slabs and high ventilators should be provided instead of windows.
- v. The building/ enclosure should have a separate entry lobby with visitors' room on one side, Medical Inspection room, common kitchen and food distribution room.
- vi. If the High Security enclosures/ prisons have a single room accommodation (cellular and associated barracks), this accommodation can be of dimensions of 16' x 9' where two or more prisoners can be lodged at a time.
- vii. The barracks should have a maximum capacity of 10 to 15 prison inmates. They should also have an inbuilt toilet and bath. The size of one barrack can be 27' x 10'.

3. Prison staff for high risk prisoners

- i. Well trained staff should be detailed for watch and ward duty in High Security enclosures.
- ii. No staff on duty should come in direct contact with the prisoners except as a requirement of duty.

4. Facilities (Interviews, Letters, Communication)

The Director/ Inspector General will issue administrative orders with regard to the facilities to be provided to High-risk offenders.

5. Sports, games and recreation

- i. Subject to prison security and discipline, prisoners lodged in High Security prisons/ enclosures can be provided with books, newspapers and journals.

- ii. Writing material can also be provided as and when required. TV/ Radio sets can be provided outside the cells with such restrictions as found necessary from the point of view of security and on the basis of conduct in the jail.
- iii. Regular physical exercise can be allowed within the cell itself.
- iv. Prisoners can be allowed to stroll within the space inside the block in the evening before being locked-up.
- v. These facilities can be withdrawn at any time for the safety and security of the prisoners.

6. Reform and Treatment programmes

- i. The reform and treatment programmes can be extended to the prisoners lodged in the high security areas.
- ii. Basic education should form an essential part of the programme. These activities and programmes should be conducted within the enclosure itself.
- iii. These prisoners shall not be taken out or allowed to mix with other inmates.
- iv. The chapter on de-radicalization in this Manual should also be referred to.

7. Security

- i. A double ring of security shall be provided to all high security enclosures.
- ii. The inner security ring of the enclosures should be manned by highly trained armed personnel of the prison.
- iii. The outer security ring, including the watch towers and the security wall, should be manned by special armed guards.
- iv. The prison personnel should use high-tech walkie talkies for communication.
- v. The enclosures should be equipped with alarms, mobile jammers and state-of-the-art electronic surveillance system of interception and interruption. It should be ensured that all the electronic devices are upgraded regularly.
- vi. ID hand-held machines, door framed metal detectors and all other electronic devices should be installed as part of access control.
- vii. Every barrack and cell should be fitted with closed circuit T.V. cameras.
- viii. A no man's area should be identified near the high security enclosures which should not be accessed by any prison inmate or staff, except those who are detailed for duty.
- ix. A thorough search of barracks, cells and prisoners should be conducted twice every day.
- x. The records of all searches should be maintained properly.
- xi. The locking up and opening should be conducted in the presence of the officer in charge and no barrack cell should be opened during night hours except in the presence of the Superintendent of the prison.

- xii. The locks, bars, grills, mesh, ventilators, floors, walls of barracks/ cells and ceilings should be checked.
- xiii. The guards and prison staff should not have conversations with each other than otherwise required by duty.
- xiv. The entrance door of the yard should always be kept securely locked from the inside.
- xv. The keys of the locks of the cells/ barrack doors shall always be carried by the person entrusted with the duty. They shall under no circumstances, be handled by any unauthorized person.
- xvi. The cells and barracks should be well lit to avoid dark spots and corners inside.
- xvii. The guard on duty should be thoroughly frisked and searched on entry into and exit from these cells/ barracks. He should be briefed adequately from time to time about non-acceptance of articles for eating and smoking, including water, from these prisoners.
- xviii. The inmates of high security enclosures should be counted at least twice a day, besides the counting done during locking up and opening.
- xix. Necessary gadgets such as breath analyzers, etc., and canine units may also be utilized to check any breach of prison discipline.

Note: The Director/ Inspector General may issue Guidelines/ Standard Operating Procedures (SOP) for the purpose of search and other security measures, from time to time. It should be ensured that the SOPs are followed properly.

8. Court hearings

Video linkage with the courts for virtual court appearances and hearings should be provided to the high security enclosures.

9. Punishment

- i. High risk offenders undergoing rigorous imprisonment will carry out tasks assigned to them inside the security enclosures. The Director/ Inspector General should issue necessary orders listing the tasks that can be assigned to these prisoners.
- ii. The Superintendent will take appropriate legal action against the prisoners for breach of discipline and security of the prison.
- iii. If a high risk offender commits an offence punishable under any law, in addition to it being a prison offence, appropriate criminal proceedings may be initiated against him by filing a report in the local police station.
- iv. In addition to the major and minor penalties that may be imposed, the prison authorities shall take appropriate action in the following cases:
 - a. If a high risk offender commits frequent breaches, the Superintendent can recommend to the Director/ Inspector General that the prisoner be shifted to any other prison.
 - b. Facilities like interviews and writing/ receiving letters can be withdrawn for a limited time, or otherwise.

10. Intimation to the Parliament or Legislative Assembly

If a Member of Parliament or Legislative Assembly is brought for detention in the prison, the Superintendent shall forthwith inform the concerned Speaker or Chairperson, through the Director/Inspector General and the Government.

11. Detenues

If a detainee is admitted in the prison, the Superintendent shall forthwith intimate the detaining authority, by the quickest means of communication. All detainees shall be segregated from other prisoners and shall be confined in a separate ward or enclosure or compartment, as the case may be.

12. Representation by detainees

- i. Any representation made by a detainee shall be transmitted by the Superintendent to the concerned detaining authority under intimation to the Director/ Inspector General, through the quickest possible means and a copy thereof shall be retained by him/ her.
- ii. If official communication is received concerning a detainee, an acknowledgment will be obtained stating the date and time of such receipt by the detainee.
- iii. Copies of all official communication concerning detainees shall be retained by the Superintendent.
- iv. Private correspondence containing material which is prejudicial to the security of the State shall be retained or deleted or erased, as the Superintendent considers appropriate.
- v. All correspondence or materials of incriminatory nature shall be immediately conveyed to the District Superintendent of Police of the concerned district.

13. Examination of detainees by gazetted officers of the Central or State Government

- i. The Superintendent may allow any Gazetted Officer of the Central or State Government to examine any detainee in the discharge of his official duty or exercise of any power conferred upon him by or under any law for the time being in force, on receipt of a written requisition from the competent authority.
- ii. The place, time and duration of the examination of the detainee shall be specified by the Director/Inspector General, Prisons & Correctional Services.

CHAPTER – XIX**WOMEN PRISONERS****1. Enclosures**

- i. Female prisoners can be confined in the same prison with male prisoners on the condition that they shall be kept in separate enclosures/ wards within the prison.
- ii. The enclosures for women prisoners shall be located in such a manner that they do not come in contact with male inmates during their passage to and from these enclosures.
- iii. Such enclosures should be, as far as possible, independent in terms of infrastructural set-up.

- iv. Women's enclosures should have a double lock system; one lock on the outside and the other on the inside.
- v. The keys of the lock on the inside should always remain in the custody of the women guard inside.
- vi. To ensure the safety of women prisoners and guard them against any form of exploitation, it is desirable that separate women's prisons be established.

2. Locks for enclosures for women prisoners

- i. The locks of enclosures and barracks where women are confined shall be different from those in use in other parts of the prison, so that there is no possibility of keys being misused to open enclosures for women prisoners.
- ii. Suitable measures may be taken (including the provision of alarms) to ensure minimum delay in opening the wards/ barracks in case of an emergency.

3. Facilities

- i. The enclosures for women prisoners should have all the requisite facilities to meet their special needs such as privacy, security, pregnancy, child birth and family care, health care and rehabilitation, etc.
- ii. Utmost care shall be taken by the prison authorities to ensure that women inmates are protected against any form of exploitation.
- iii. The work and treatment programmes for female inmates should be devised, giving due consideration to their special needs.
- iv. Female prisoners should be granted equal access to work, vocational training and education as male prisoners.

4. Classification and separation

- i. Under-trial prisoners shall be kept completely separated from convicted prisoners, even if they are few in number.
- ii. Habitual offenders shall be separated from casual prisoners.
- iii. Sex workers and brothel keepers must also be confined separately.
- iv. Under no circumstance should female young offenders be confined with adult women prisoners. Given their young and impressionable nature, female young offenders should be kept in separate enclosures and should be given treatment and training suited to their special needs for rehabilitation.
- v. Detenues should be kept separately from convicts, under trial prisoners and other prisoners, as far as possible.
- vi. Political prisoners and those courting arrest due to their participation in non violent socio/ political/ economic agitations for declared public causes should not be confined in prisons along with other prisoners. Separate prison camps with adequate facilities should be provided for such type of women agitators.

- vii. Details of the children of women prisoners such as names, age, location and custody status, shall also be recorded in the register kept in respect of women prisoners as at Annexure – I, form no. 1 and Annexure – II, form No. 2. Such information regarding the identity of the children shall be kept strictly confidential and may be shared only with the mother's express permission.

5. Restrictions for women prisoners

- i. No female prisoner shall, on any pretext, leave or be removed from the enclosure for women prisoners except on release, transfer, or attendance at court, or under the order of the Superintendent for other legitimate purposes.
- ii. Every female prisoner authorized to leave her enclosure will ordinarily be accompanied by female security staff from the time she leaves the enclosure till her return.

6. Strict regulation of entry of male officials/ visitors to female wards

- i. No male shall be permitted to enter the female ward of any prison, at any time, unless required by duty. In such cases, entries shall be made in the register kept in the ward, indicating the name of the officer/ staff, the purpose of the visit and the date and time of such visit.
- ii. Male warders and other male staff escorting female visitors and officials, shall remain outside the enclosure.
- iii. If at any time, a male prison officer or warder or prisoner enters, or attempts to enter any ward or portion of a prison reserved for female prisoners without proper authority, it shall be reported to the Superintendent forthwith.
- iv. No male shall be allowed entry into the female wards at night except in an emergency, and even then, only if escorted by female prison officials. A clear report of his visit with the reasons for such visit and the time of his visit should be entered in the register kept in the ward.

7. Training of staff for gender-sensitivity

All staff assigned to work with women prisoners shall receive training on the gender-specific needs and human rights of women, including sexual misconduct and discrimination. They shall also be sensitized to situations and instances when a woman inmate may feel particularly distressed, to ensure appropriate support.

8. When children are allowed to stay with their mothers in prison

When children are allowed to stay with their mothers in prison, awareness with regard to raising children and child development and basic training on the health care of children shall be provided to the prison staff, in order for them to respond appropriately in times of need and emergencies.

9. Photography and fingerprints

Photographs, foot-prints, finger-prints and measurements of women prisoners shall be done in the presence of and by women prison officers.

10. Daily visit of women's wards

- i. Daily visits shall be made by women prison officers and staff to all women barracks and enclosures and particular attention will be paid to the health and hygiene-related issues of women prisoners.
- ii. Night inspections shall be made by women officials. Reports of such night inspections shall be recorded in the report book immediately on completion of such inspections.

11. Search of women prisoners on admission

- i. Women prisoners shall be searched by female security staff in the presence of other senior women personnel/ women officers with due regard to privacy and decency.
- ii. Search of women prisoners shall not be conducted in the presence of any male.
- iii. Female prisoners shall be allowed to retain, in moderation, inexpensive ornaments.

12. Quarantine on admission to the prison and medical aid

- i. On admission, women prisoners shall be examined by a female Medical Officer and if necessary, shall be kept separately in female enclosures on medical grounds, for the period prescribed by the medical officer.
- ii. After admission to the prison, all women prisoners shall first be required to wash themselves and their clothing thoroughly. Their personal clothing shall be disinfected before being stored.
- iii. The medical care of women prisoners during their stay in the prison shall be attended to by female doctors.
- iv. In case a prisoner is suspected to be pregnant, she shall be sent to the prison hospital for detailed examination by a female medical officer.

13. Pregnancy

- i. When a woman prisoner is admitted to the prison, the medical officer shall conduct a pregnancy test once at the time of her admission in the prison and another test one month thereafter.
- ii. If the test result is positive, arrangements shall be made at the earliest to get her medically examined at the prison hospital for ascertaining the state of her health, pregnancy, duration of the pregnancy and the probable date of delivery.
- iii. After ascertaining all the necessary particulars, a detailed monthly report shall be sent to the Director/ Inspector General by the Superintendent.
- iv. The prison hospital should be equipped to conduct gynaecological examination of the female prisoners and proper pre-natal and ante-natal care shall be provided to the prisoners as advised by the medical officer.
- v. Adequate food including supplemental nutrients, a healthy environment and opportunities for regular exercise shall be provided to pregnant women, babies, children and breastfeeding mothers.

14. Child birth in prison

- i. As far as possible (provided the prisoner has a suitable option), arrangements for temporary release (or suspension of the sentence in the case of a casual offender) will be made to enable a prisoner to deliver the child in a hospital outside the prison.
- ii. Only in cases of high security risk shall the facility for delivery outside the prison be denied.

15. Registration of births in prisons

- i. Births in prisons shall be registered at the local office for registration of births.
- ii. The prison shall not be recorded as the place of birth. Only the address of the locality shall be mentioned.
- iii. Facilities for performing the rites of naming a child born in a prison, shall be extended to the mother.

16. Children of women prisoners

- i. A child under six years of age, whether born in prison or otherwise, shall be kept with its mother in the prison if no other arrangements for him can be made.
- ii. The Medical Officer shall determine the age of children not born in prison.
- iii. The Superintendent shall inform the Director, Social Welfare Department, of children aged six years and above accompanying women prisoners, for their placement in a Home authorised by the Government. Such children shall be kept in protective custody until their mothers are released or the children attain the age of majority.
- iv. Children kept under protective custody in a home authorized by the Department of Social Welfare, shall be allowed to meet their mothers at least twice a week.
- v. The Director, Social Welfare Department, will ensure that such children are brought to the prison on the dates fixed for the purpose by the Superintendent.

17. Welfare of the children of women prisoners

- i. Holistic development of children of inmates confined in the prisons is to be ensured. A suitable environment for children's upbringing shall be created.
- ii. The Board of Visitors shall inspect these facilities at regular intervals.

18. Education of children

- i. The children of women prisoners living in the prison shall be given proper educational and recreational opportunities.
- ii. There shall be a well-equipped creche and a nursery school attached to a prison for women.

19. Children's clothing

- i. Children in prison shall be provided with adequate clothing as per the local climatic requirement. Diapers and other requirements for children should also be provided.
- ii. In addition to the regular requirement, extra soap/ detergent shall be provided to women prisoners with children.

20. Diet/ food

- i. There should be a separate kitchen for women prisoners.
- ii. The kitchen should not be segregated/ managed on the basis of caste or religion.
- iii. Pregnant and nursing women prisoners should be prescribed a special diet.
- iv. The scale of diet for children shall be decided by the Medical Officer of the prison.
- v. Special arrangements for warming food / milk shall be made for women with children.
- vi. Separate utensils of suitable size and material should also be provided to each woman prisoner with a child.

21. When women prisoners with babies/ children fall sick

- i. If a woman prisoner with children falls ill, alternative arrangements should be made by the prison staff for the care of her children.
- ii. Children shall be regularly examined by a female Medical Officer to monitor their physical growth.
- iii. Extra clothing and diet may be provided to children of women prisoners on the recommendation of the Medical Officer.

22. Personal hygiene

- i. Sanitary pads should be issued to women prisoners as per their requirement.
- ii. Prisoners should be provided with facilities to wash themselves and their clothes.
- iii. All articles of bedding, clothing, etc., should be inspected once a week to ensure that proper hygiene is maintained. Surprise inspections should also be carried out from time to time.

23. Hair cuts

A female prisoner's hair shall not be cut without her consent. If, on account of health and hygiene the Medical Officer deems the cutting of hair necessary, it shall not be cut any shorter than required.

24. Facilities for communication

- i. Visits involving children should take place in an environment that is conducive to visiting children, including a healthy attitude on the part of the staff. Visits involving extended and open contact between the mother and the children should be encouraged.
- ii. The inmates should be afforded opportunity to have reasonable contact with their families through correspondence, visits, telephones, electronic communication and video-conferencing.

- iii. There should be no limit on incoming letters for women prisoners.
- iv. Illiterate or semi-literate prisoners should be provided help in writing letters.
- v. A waiting room for visitors should be provided at each prison for women.

25. Education

- i. Every woman prisoner should be offered a suitable educational programme during her stay in prison to improve her employment prospects.
- ii. Education shall be a compulsory activity in prisons for at least one-hour every day.
- iii. The Superintendent should also organize adult education, social, moral and health education, family welfare programmes and training in various skills for the inmates.
- iv. Appropriate facilities for formal and advanced education shall also be provided to interested prisoners.

26. Vocational training

- i. Vocational training programmes should be designed to suit the needs of prisoners, depending on the quantum of their sentence.
- ii. Women prisoners shall be imparted training suited to their aptitude and background.
- iii. The selection of vocational programmes shall be made in accordance with the marketability and profitability of the product, enhancing the prisoners' ability to earn their livelihood after their release from prison.
- iv. Unless medically advised or provided, all prisoners shall be engaged in work and activity in the prison, for which they will be paid wages.
- v. Prisoners shall be paid wages at the rates fixed by the Government. No disparity in wages shall accrue on account of gender.
- vi. The prisoners shall be allowed to spend a part of their earnings on approved articles for their own use and to send a part of it to their family.
- vii. Wages earned by the prisoners shall be deposited in their bank accounts. Sufficient work or vocational trades shall be provided to keep prisoners actively employed during a normal working day.

27. Compulsory screening

- i. Compulsory screening of women prisoners should be undertaken to determine the following:
 - a. the presence of sexually transmitted or blood-borne diseases including testing for HIV, with pre- and post-test counseling;
 - b. mental health including post-traumatic stress disorder and risk of suicide and self-harm;
 - c. reproductive health history including current or recent pregnancies, childbirth and any other health issue related to reproduction,
 - d. drug dependency;
 - e. sexual abuse and other forms of violence that may have been suffered prior to admission.

- ii. Female prisoners with psychosomatic and psychological disorders, victims of sexual abuse and those having mental health issues, should be given proper counselling and medical treatment.
- iii. The right of women prisoners to medical confidentiality including specifically, the right to non-disclosure of information and to refuse screening in relation to their reproductive health history, shall be respected at all times.
- iv. Women prisoners shall be given education and information on preventive healthcare measures, sexually transmitted diseases, HIV and other blood borne diseases as well as gender-specific health issues.

28. Recourse to judicial remedy

- i. If sexual abuse or other forms of violence before or during detention is detected, the woman prisoner shall be informed of her right to seek remedy from judicial authorities.
- ii. The woman prisoner should be fully informed of the procedures and steps involved. If the woman prisoner agrees to take legal action, the appropriate staff shall be informed and the case should be immediately referred to the competent authority for investigation.
- iii. The prison authorities shall help such women to access legal assistance.
- iv. In such cases, regardless of whether the woman chooses to take legal action, the prison authorities shall endeavour to ensure that she has immediate access to specialized psychological support or counseling.

29. Release of women prisoners

- i. In the absence of a relative to receive a female prisoner, she should be escorted to her home by a female warder or a respectable woman, with her consent. If this escort is not considered necessary, the prisoner will be released as per the usual practice.
- ii. Before a female prisoner is released, the Superintendent will satisfy himself of the identity of the person or relative who will receive her. If the Superintendent has doubts concerning the identity of the said person or relative, it should be ensured that the prisoner is sent to her home under the escort of a matron or a respectable woman.
- iii. The prison authorities will enlist the co-operation of Non-Governmental Organizations for safe escort of the female prisoner to her home.
- iv. If no one comes to receive the prisoner and she has nowhere to go, she can be sent to a Special Home set up by the Government for women.

30. After care, rehabilitation and follow-up

Prison authorities, in co-operation with probation and/ or social welfare services, local community groups and non-governmental organizations, should design and implement comprehensive pre and post-release re-integration programmes which take into account the gender-specific needs of women.

31. Linkages with external welfare agencies

- i. The Superintendent shall establish a functional linkage and co-operational relations with a select group of social activists/ NGOs and hold frequent meetings/ discussions/ seminars with their support for women offenders, to sensitize them on the need for rehabilitation after their release.
- ii. Comprehensive and intensive counselling of women offenders and members of their families shall be carried out by these groups of social activists/ NGOs to pre-empt/ overcome the aversion of the society to women prisoners, which otherwise might deter and derail proper rehabilitation of women offenders.
- iii. Counseling programmes should focus on the emotional and psychological issues of women prisoners, particularly those who have been victims of domestic violence, sexual abuse and substance abuse.
- iv. The counseling programmes should:
 - a. help address any mental health issues suffered by female prisoners and suggest effective coping strategies,
 - b. facilitate their re-integration into society after release.
 - c. Special programmes should be initiated for women prisoners with physical or mental disabilities.

32. Prison Discipline

- i. Discipline and order shall be maintained with firmness but with no more restriction than is necessary for safe custody and a well ordered institutional life.
- ii. No woman prisoner shall be punished until she has been informed of the offence alleged against her and given proper opportunity of presenting her defence. The competent authority shall conduct a thorough investigation of the case before awarding punishment.
- iii. Punishment by close confinement or disciplinary segregation shall not be applied to pregnant women, women with infants and breastfeeding mothers in prison.
- iv. Disciplinary sanctions for women prisoners shall not include prohibition of family contact, especially with children.
- v. Instruments of restraint shall never be used on women during labour, birth and immediately after birth.

33. Complaints and requests

- i. During the weekly parades, every woman prisoner shall have an opportunity of making requests/ complaints to the Superintendent who shall promptly deal with such complaints/ requests. Complaints and grievances which are beyond his powers will be forwarded to the Director/ Inspector General for redressal.
- ii. A complaint box shall be fixed at a conspicuous place in the prison/ ward/ enclosure. Every complaint or request found in it shall be registered and properly dealt with and replied to without undue delay.

- iii. The prison staff or literate prisoners shall be utilized to assist illiterate prisoners in recording their complaints.
- iv. All complaints shall be received and examined in such a manner so as to pose no risk of retribution to the complainant. Women prisoners who report any form of physical or mental abuse shall be provided immediate protection, support and counselling and their claims shall be investigated by competent and independent authorities, with full confidentiality.
- v. Protection measures shall specifically take into account, the risks of retaliation.

34. Keys of women's enclosures

- i. The Head Matron shall have custody of the keys of the wards and enclosures in which female prisoners are confined during the day.
- ii. After locking up, the Head Matron shall deliver the keys to the Deputy Superintendent who shall lock them up in the key chest at night and hand them over again to the Head Matron or matron who unlocks the ward/ enclosure in the morning.

CHAPTER – XX MAINTENANCE OF PRISONERS

1. Food ration

- i. Every prisoner shall have three meals a day according to the scale prescribed by the Medical Officer, i.e.:
 - a. A light meal in the morning before the hour of work;
 - b. A midday meal; and
 - c. An evening meal before the prisoners are locked up for night.
- ii. The Superintendent will decide on the items of diet between the midday and evening meals, as per this scale.
- iii. The diet, though dependent on the local food habits and customs, should meet the prescribed nutritional requirements of the prisoners.
- iv. Variety in the diet on different days of the week or for different meals, may be ensured.
- v. The Superintendent may lay down the menu for different days of the week.
- vi. On festivals and special occasions, extra items of dietary articles may be given to every prisoner, as may be specified by the Government. The Director/ Inspector General may move the Government for this purpose.
- vii. Prisoners who observe religious fasts may receive extra articles of food suitable during such fasts as per local practices, or may have the whole or part of their meal at a place and time of day as may be allowed by the Government, for proper observance of fasts by them. The Director/ Inspector General may move the Government for this purpose.

2. Hospital diet

The hospital diet may be approved for prisoners by the Director/ Inspector General according to local food habits on the advice of the Medical Officer.

3. Cleaning, storage and issue of food items

- i. All items of diet, as well as the fuel for cooking, shall be weighed/ measured daily at the time of their issue to the Cook, by an officer not below the rank of Assistant Superintendent.
- ii. The Superintendent shall be responsible for the correctness of the weight/ quantity and quality of the ration issued to the Cook. The quality of these items should be regularly checked by the Medical Officer.
- iii. Where chapatti/ bread is given to prisoners, the same should be prepared as per the prescribed proportions for different classes of prisoners which should be informed to the Cook in advance.
- iv. Grains should be properly cleaned before cooking.
- v. Only boiled milk should be served to the inmates.

4. Cooking

- i. All cooking utensils must be kept clean and the kitchen and eating area should be kept clean and tidy.
- ii. All cooked food should be kept covered until it is distributed and appropriate arrangements (in the form of freezers, refrigerators, etc.) shall be made for storage of perishable items.
- iii. Surprise inspections to determine the quality of food distributed to the prisoners, in addition to routine inspections, should be carried out at least once a week . During such inspections the weight and quality of the food distributed shall be checked.
- iv. Equipment used for issuing rations to the kitchen shall be checked by the Superintendent at least once a month, if not more often. Surprise checks of the measuring equipment should be made by duty officers at least four to five times a month.
- v. Cooks or any prison staff found tampering with food or scales shall be severely punished.
- vi. Cooks should ensure proper hygiene while handling, preparing and cooking food.

5. Distribution and service of food

- i. The Director/ Inspector General shall issue necessary orders prescribing the time for serving morning, midday and evening meals in prisons depending on the seasons.
- ii. Meals should be served fresh and hot. During winters, appropriate heating methods will be utilized to keep food warm and suitable for consumption. The receptacles used for carrying food shall be provided with well fitted lids. All food shall be carefully protected from flies and other insects.
- iii. Fifteen minutes before the distribution of each meal, an announcement should be made. Prisoners should then cease work, wash their hands and face and queue up for food which shall be served in the presence of a prison officer not below the rank of Assistant Superintendent.

- iv. Meal periods should not be shorter than thirty minutes and food should be eaten in the dining area.
- v. The floor and platforms shall be cleaned immediately after meals.
- vi. Every prisoner shall be provided with plates, spoons and drinking vessels.
- vii. Complaints with regard to food shall be enquired into on the spot by the supervising officer not below the rank of Deputy Superintendent who shall decide whether the complaint is established or not and take appropriate action thereon.
- viii. Every complaint with regard to food shall be reported to the Superintendent who shall take appropriate action as he deems fit and shall record the same in his order. Any prisoner making false or malicious complaints shall be punished.

6. Hair cuts

- i. The hair of prisoners shall be trimmed only to such extent and at such intervals of time as may be necessary for the purpose of cleanliness and health.
- ii. Prisoners may be allowed the facility of shaving in the prison.
- iii. All prisoners shall be allowed soap, oil and other toiletries at Government cost.

7. Clothing and bedding

- i. Prison clothing, if provided, for under trial prisoners and detainees shall be of a colour different from those issued to convicts so that there is a clear distinction between convicts and other prisoners.
- ii. All prisoners, whether convicts or under trials, shall be supplied with prison bedding.
- iii. The Medical Officer may prescribe extra clothing for any ailing prisoner or class of prisoners for any specified period.

8. Officer -in-charge of clothing store

- i. The Deputy Superintendent shall be in charge of clothing and bedding and shall be held responsible for their custody, issue and maintenance.
- ii. Clothing and bedding should be cleaned and aired regularly.
- iii. Used clothes shall be thoroughly fumigated and washed in hot water to exterminate bugs, fleas etc, before they are issued to prisoners.

9. Repair, maintenance and inspection of clothing and bedding

- i. Weekly inspection of clothing and bedding shall be carried out every Thursday by the Deputy Superintendent.
- ii. Suitable arrangements shall be made for washing and cleaning every item of prisoners' clothing and bedding.

- iii. The prisoners shall wash their own clothes. Each prisoner shall be provided with sufficient quantities of washing soap and washing powder per week.
- iv. All prisoners with children may be supplied with extra bars of soap for their requirement.

10. Disposal of clothing of discharged prisoners

- i. Prison clothing and bedding shall not be retained by discharged prisoners.
- ii. It should be ensured that prisoners surrender their full kit at the time of their release.
- iii. If fit for further use, such clothing and bedding shall be thoroughly washed and repaired and taken into stock.
- iv. Items of unserviceable clothing and bedding shall be duly entered in the stock register pertaining to such clothing and bedding and shall be disposed of in a proper manner.
- v. Indents for clothing and bedding likely to be required during the financial year, shall be prepared by the Superintendent and submitted to the Director/ Inspector General who will prepare the Budget estimate for the same.

CHAPTER – XXI

CUSTODIAL MANAGEMENT OF PRISONERS

1. Quick Response Team

- i. Each prison shall have a Quick Response Team (QRT) consisting of ten armed prison guards, one Naik and one Havildar, who have undergone specialized drill and arms training with skilful use of modern weapons and unarmed combat. The QRT shall be under the charge of the Deputy Superintendent of the prison.
- ii. The QRT should be ready in the Guard Room to meet any emergency. The Standard Operating Procedure of the QRT should be made available in each prison by the Director/ Inspector General.
- iii. Members of the QRT will be equipped with sufficient arms and ammunition as per the authorized scale followed by the Police Department.
- iv. The prison administration may consider creating its own cadres of posts needed for manning and maintaining the security of the prisons and give them adequate mandatory training at different intervals of their career beginning with basic training for new recruits.
- v. When one guard party is relieved, all arms and ammunition will be handed over to the officer in charge of the armoury for use by the relieving guards.
- vi. The Deputy Superintendent will be responsible for the training and handling of arms and ammunition by the guarding/ security staff.
- vii. In case it is necessary to place prisoners in confinement in any place outside the walls of the prison, the Superintendent with the prior approval of the Director/ Inspector General will requisition the District Superintendent of Police to provide such armed police guard as may be necessary.

2. Procedure for guarding the prison and prisoners

- i. The warders shall, after due allowance has been made for leave, sickness, transfer etc., be divided into three equal squads.
- ii. The location of the night guard in the wards shall be changed every two hours.
- iii. The wards will be opened in the morning and the prisoners counted out by the Head Warder in the presence of to- be-relieved and relieving warders who are to take charge of the prisoners during the first period of day duty.
- iv. The Deputy Superintendent and Head Warders shall verify the number of prisoners counted out of each ward, by comparison with the entry in the lock-up register.
- v. The Superintendent shall deploy forces on the inner and outer walls. He shall issue separate standing orders for this purpose.
- vi. The Superintendent shall ensure that, on completion of morning meals, the prisoners are placed in groups and deployed to work or chores inside the prison, under proper supervision.
- vii. When the Head Warder or warder and prison functionaries are posted to the several gangs in the morning, the names of the prisoners comprising each group shall be called in the presence of the officer about to take charge of them, who shall verify the total number by counting them and ascertaining their names. The officer's name shall be then recorded in the Gang Book and his receipt taken. Every long-term and High Risk prisoner should be specially pointed out to the warder about to take charge of him, so that proper watch is kept on him.
- viii. At every change of guard, the number of prisoners in each gang shall be counted.
- ix. On the cessation of work in the evening, the gangs shall be collected and the prisoners in each gang counted and verified.
- x. Every Head Warder or warder in charge of a gang shall keep sharp vigil of the prisoners in his gang and shall not allow them to wander off or go out of sight. He shall be personally responsible for their safe custody throughout the entire period of his duty.
- xi. Warders assisting the head warder or senior warder in charge of a gang shall similarly be responsible for the safe custody of the gang, but their responsibility shall in no way diminish or detract from the responsibility of the in-charge head warder or senior warder.

3. Evening count and lock-up

- i. After completion of the day's activities, the prisoners shall be taken to their respective wards for lock-up.
- ii. The Deputy Superintendent, Assistant Superintendent and Head Warders shall then count the prisoners in their barracks, cells or other compartments.
- iii. When all the prisoners have been locked-up, the total number of prisoners shall be verified.
- iv. The number of prisoners locked up in each ward or other buildings as well as the total number of prisoners in the prison, shall be shown in the Lock-up Register, to which the Head Warder, Assistant Superintendent and Deputy Superintendent shall append their signatures (not initials) with their full names written below their signatures in token of their correctness.

4. Night watch

- i. During the night, every official on duty in the prison shall not quit his beat or sit down. The Head Warder or senior warder on patrol duty, shall visit the areas within his beat frequently, and ensure that all warders on duty are alert.
- ii. The patrolling officer on a main wall shall go around the main wall and ensure that warders on duty are alert and responsive.
- iii. The barracks shall be visited every hour, throughout the night, by a patrolling officer who should examine the locks, gratings and doors and satisfy himself that they are secure.
- iv. The main wall and other strategic areas should be well lit during the night. In addition, alternate arrangements such as generators or inverter lighting should be made available to provide sufficient instant lighting in case of failure/ outage of electricity.
- v. Watch towers should be equipped with search/ flood lights. These watch towers shall be manned by trained and experienced security staff equipped with authorized weapons and scale of live ammunition. The duties of these security staff should be frequently changed.
- vi. The Superintendent and Deputy Superintendent deployed for night duty, shall visit the prison during the night to ensure that the staff perform their duty properly. A report of such visits should be submitted to the Director/ Inspector General. Such reports may be sent by e-mail to the official e-mail address of the Director/ Inspector General.

5. System of watch inside the wards at night

- i. Immediate notice shall be given to the patrolling officer in case of any unusual occurrence during the night, who shall take action as may be necessary.
- ii. The wards within the barracks, cells, open spaces, and other structures shall be well lit so that the patrolling officer can monitor movements within the prison premises.
- iii. Any unusual movement of the prisoners during the night shall be reported to the warder on duty.
- iv. If a prisoner is sick, it shall be immediately brought to the notice of the warder on duty who shall forthwith inform the Medical Officer and other senior officers on duty. Steps should be taken to remove the sick prisoner to hospital if necessary, under intimation to the officer on night duty.

6. Duties of officers on night shift

- i. The head warder or senior warder on patrol shall monitor the warders and other prison functionaries on duty. He shall, on taking over charge, satisfy himself that every prisoner is accounted for and that everything is secure.
- ii. Should any irregularity on the part of the warders or prisoners come to his notice, he should report the matter in writing to the Superintendent, the next morning. Immediate notice shall be given to the Superintendent, Deputy Superintendent and Assistant Superintendent of any occurrence requiring prompt action, such as an escape, attempt to escape, riot, fire or serious illness.

- iii. Each patrolling officer shall record the time of each visit to the wards during the night, in the register maintained in the ward and his observations thereof. Search of all the warders and security staff entering/ leaving the prison during the night should be made between the gates, under supervision of the duty officer. This search should be personally conducted, at least once a week, by the Superintendent/ Deputy Superintendent.

7. Custody of prisoners during the night

- i. Every prisoner should be allotted a definite sleeping berth, the number of which should be noted in the history ticket.
- ii. Prisoners are to be strictly prohibited from wandering about the barracks.
- iii. Prisoners who leave their sleeping berth frequently shall be reported to the warder on duty who will, if necessary, inform the senior officers of the same.
- iv. Prisoners should not be allowed to approach the gratings unnecessarily.

8. Morning and evening muster of the Reserve Guard

- i. Before the prison is unlocked in the morning, the Quick Reaction Team and warders whose duties for the day have not been fixed, will be mustered under arms outside the main gate and the Assistant Superintendent will at once post the Day sentries.
- ii. The guard will be drilled and afterwards shall remain under arms till the entire team is marched out and dismissed to the guardroom.
- iii. The Quick Reaction Team will again be under arms from the hour fixed for the cessation of work till the prisoners are locked up for the night.
- iv. The guard will not be turned out under arms for saluting purposes after sunset.

9. Functions of the guarding staff

- i. The guard shall not quit his post without being relieved. In case of sudden illness or any other reason that interferes with his duty, he will send intimation to the officer in charge who will make necessary arrangements to replace him.
- ii. The Guard will be in uniform while on duty and together with the sentries, will be instructed on their duties and responsibilities by their Officer in charge.
- iii. The Guard will not engage in any communication with a prisoner, unless required as an official duty.
- iv. Guards and other staff are strictly prohibited from bringing anything from outside the prison to any prisoner and from receiving anything from a prisoner to be conveyed outside the prison.
- v. In case any prisoner attempts to escape, the guard will at once raise an alarm and also prevent damage to Government property.
- vi. Guarding personnel shall be on duty round the clock and will not leave the prison premises without permission from the competent authority.

10. Maintenance of the Duty Roster

- i. A Duty Roster will be maintained in each prison.
- ii. An officer of appropriate rank will be entrusted with the responsibility for the proper maintenance of this register.
- iii. The register will contain the names of all the guards on duty with their hours of duty, duly signed by them as an acknowledgement of having understood the duty to be performed and its duration.
- iv. The register will be sent to the Superintendent every day at 10 a.m. through the proper channel for his scrutiny and signature.

11. Roster of officers for duty at night

- i. A roster shall be prepared every week in advance, by or under the orders of the Superintendent, and displayed. All subsequent changes of duty of officers on the roster should be noted thereon.
- ii. No officer should be placed on the same beat two nights in succession, nor informed of his beat till he is about to be posted. A record shall be kept of officers placed at each beat during each watch.
- iii. It shall be the responsibility of the Deputy Superintendent to ensure that officers and staff are at their posts according to the Duty Roster and any violation should be immediately brought to the notice of the Superintendent. The Superintendent will also verify this during surprise visits to different parts of the prison during the day and night.
- iv. Care should be taken that the night duty is allotted in rotation.

12. Security of locks and bars

- i. On completion of the lock-up, the keys of wards, cells and other compartments where prisoners are kept shall be counted in the presence of the Deputy Superintendent, who shall note the number in the Lock-up Register. The keys will be locked in a receptacle provided for the purpose at the Main gate and the key of such receptacle shall be made over to the patrolling officer. Each patrolling officer shall hand over the key to the Deputy Superintendent in the morning.
- ii. The keys to the cook-house and the wards in which the cooks on night duty are confined, shall also be counted and placed in the receptacle.
- iii. The locks of the doors to all sleeping wards and cells shall be placed in such a manner that no prisoner can reach them from the inside.
- iv. Every prison will be equipped with a generator that will automatically switch on if the electricity fails.

13. Admission of prisoners

- i. Before admitting a prisoner, the Deputy Superintendent will examine the warrant and question the prisoner to verify the prisoner's name, identity and other particulars. The Deputy Superintendent may enlist the help of the police or military escorting the prisoner, for the purpose. The record of such proceeding will be signed by both the Deputy Superintendent and the officer in charge of the escort.

- ii. The Deputy Superintendent shall record the full description of every prisoner with a note of any special marks on his person for the purpose of verification, in the admission register along with his finger prints, foot prints and palm prints.
- iii. If the particulars recorded in the Warrant do not match the particulars given by the prisoner, or in case of doubt regarding the particulars mentioned in the Warrant, the Superintendent shall enter the word “Unidentified” prominently in red ink on the prisoner’s history ticket, warrant and in the Admission Register. The photograph of such a prisoner should not be entered in the Prisoner Management System till the time identification proceedings are satisfactorily completed.
- iv. Subject to the provisions of the Identification of Prisoners Act or any other existing law, photographs of all prisoners shall be taken, on admission.
- v. On admission into prison, every prisoner will be required to wash his person and clothing thoroughly. If there is an epidemic in the neighborhood from which he has come, the clothing as well as the person is to be cleansed and disinfected.
- vi. No photograph shall be taken of a prisoner required for an identification parade until the parade is completed.
- vii. No prisoner is to be admitted at night. The Director/ Inspector General will ensure that this is communicated to the Courts and the District Magistrate through the Law Department.
- viii. No prisoner shall be admitted into any prison after lock-up and before lock-out. However, in emergent cases, the prisoner may be admitted, with the approval of the Director / Inspector General.
- ix. The restrictions provided above shall not apply to women prisoners and detenues, who shall be admitted in the prison irrespective of the time or hour of the day.
- x. The Superintendent may admit any prisoner at all hours on the special written order of the committing Court.
- xi. Male under-trial prisoners whose warrants have entries in ‘red ink’ signifying that the prisoner is required for an identification parade, shall be admitted in the prison at all hours on all days including Sundays and prison holidays.

14. Storage of records of prisoners

- i. The records of prisoners including their photographs, personal data and case details should be fully computerized.
- ii. The thumb impression of the prisoners using bio-metric identification or other methods, should be obtained and stored in the system.

15. Management and custody of warrants

- i. The date of a prisoner’s admission into prison and the register number given to him shall be endorsed on the warrant and signed by the Deputy Superintendent.
- ii. The warrants of convicts will be arranged according to the dates of their release and kept in bundles. The warrants of prisoners to be released in a particular month should be placed together in one bundle on the cover of which, the month and year of the release are indicated. They will

be kept in a locked drawer or cupboard, the key to which will be held by the Deputy Superintendent.

- iii. The warrants of Under-Trial prisoners shall be arranged according to the date of their production in the court. For this purpose, a separate register shall be maintained.
- iv. Copies of judgments, orders of appellate courts and orders of the Government disposing of the prisoner's petitions, together with correspondence relating to payment of fine, classification and other connected records will be filed and kept with the warrant of the prisoner to whom they relate.
- v. The prison authorities will constantly update their records in line with any change in the details mentioned in the custody warrants of Under Trial prisoners and inform them of any change in the section(s) he is charged under.
- vi. The prison authorities shall inform the concerned Court of Under-Trial prisoners who have undergone detention for an offence under any law, for a period extending up to one-half of the maximum period of imprisonment specified for that offence under that law (not being an offence for which the punishment of death has been specified as one of the punishments under that law) for necessary orders, as provided under Section 436A of the Code of Criminal Procedure.
- vii. The prison authorities shall also inform the concerned Court of prisoners in whose cases investigation is not completed and the Charge Sheet has not been filed within the statutory period as laid down under Section 167 of the Code of Criminal Procedure or under any other law relating to the offence for which they are in custody.
- viii. It will be the duty of the Deputy Superintendent to ensure that every prisoner is produced before the court on the date and time given on the custody/ production warrant. If for some reason a prisoner cannot be so produced, it should be immediately brought to the notice of the concerned court so that the next date of production is obtained.
- ix. In cases for which production warrants have been received from Courts outside Meghalaya, the prisoner shall be produced before that Court, if the dates fixed by the Courts in Meghalaya are not compromised.

16. Examination of warrants

All warrants shall be examined to ascertain if they conform to the Code of Criminal Procedure and the Orders of the Supreme Court of India.

Note 1: An undated, unsigned or unsealed warrant or a warrant ordering imprisonment without specifying whether it is simple or rigorous imprisonment shall be returned with a report containing these observations.

Note 2: There should be a separate warrant or notice for every prisoner if two or more prisoners have been jointly charged or convicted.

17. Date of release, responsibility for correctness

- i. The date on which a prisoner is entitled to be released shall be calculated by the Deputy Superintendent and an entry made in the Release Register mentioning the date, name and serial number etc, of the prisoner.
- ii. If the date of release is changed either by the imposition of additional imprisonment or by remission of any part of the sentence, or by absence on bail or on re-capture after escape, a new date of release shall be fixed and an entry made under that date in the Release Register. The old entry should be scored out with red ink and a reference made against it to the new date fixed.
- iii. The Deputy Superintendent shall check each entry in the Release Register and Admission Register and shall be personally responsible for their correctness.
- iv. The warrant of a convicted prisoner should be returned to the concerned court mentioning the manner in which the sentence has been undergone by the convict in pursuance of the direction of the said court.
- v. The personal bond of every under-trial prisoner shall be sent back to the concerned court after its execution.

18. Prisoners' property

- i. The details of the property of prisoners at the time of admission into prison such as money, clothing or other property received from each prisoner, shall be entered at the appropriate places in the Admission Register and Prisoners' Property Account register.
- ii. The list of all property removed from a prisoner at the time of admission shall be read over to him and signed by the prisoner.
- iii. If such property is made over by an official receiving it to another official, the receipt of the latter official shall be taken in the register and all such property, with the exception of clothing, shall be kept in the charge of the Deputy Superintendent.
- iv. The Deputy Superintendent shall attest every entry in the list by signing against each.
- v. A receipt for all the property received from the prisoner shall be issued to the prisoner.
- vi. Any addition, deletion or alteration to the list of any prisoner's property shall be authenticated by the Deputy Superintendent and countersigned by the Superintendent.
- vii. A reasonable amount of money may be deposited with the Superintendent by friends or relatives of any prisoner, to meet the expenditure for engaging counsels or for travel on release from prison or for other justifiable purposes.

19. Property to be received and when exception may be made

- i. All property received with or found on the person of a prisoner on his admission into prison or subsequently sent by the Magistrate on his account, shall be received by the Deputy Superintendent.

- ii. Property tendered by the friends or relatives of any prisoner on his behalf, either at the time of such prisoner's admission or subsequently, may be received by the Deputy Superintendent or refused at the discretion of the Superintendent.

20. Management of the money and property of prisoners

- i. Property received by the Superintendent after the admission of any prisoner on his behalf, shall be entered in the list of property maintained in respect of such prisoner.
- ii. If a prisoner wants to withdraw money from his account, an application shall be obtained from him and after it is sanctioned by the Superintendent, the money shall be handed over to him under proper receipt.
- iii. The Director/ Inspector General may quantify the limit of property permitted to be kept by the prisoners, from time to time.
- iv. The prisoners' property shall be dealt with as under:
 - a. If, in the opinion of the Deputy Superintendent, any article of clothing or bedding or the like belonging to any prisoner is so damaged or filthy as not to be worth keeping, he shall cause such articles to be destroyed and an entry to that effect to be made in the list of the property of such person. The Deputy Superintendent shall attest the note so made.
 - b. The property of every prisoner which is not permitted inside the prison shall be carefully packed, stored and kept.
 - c. The jewelry, trinkets, securities and other valuables of every prisoner, shall be placed in separate packets and the prisoner's register number, name and the date of admission or sentence shall be endorsed thereon. Every such packet shall be kept in the prison cash-chest.
 - d. The money of the prisoners (including the sale proceeds of any article sold) shall, subject to any directions issued by the Director/ Inspector General from time to time, be kept in the prison cash-chest or shall be deposited in the prisoner's Bank Account. The limit of such money in the cash chest shall be fixed by the Director/ Inspector General from time to time and the rest of the amount should be kept in a nationalized bank.
 - e. Every prisoner shall be allowed to retain one pair of shoes and slippers, three pairs of undergarments and three pairs of private clothing, for use in the prison.
- v. The cash property of a prisoner is to be made over to the prisoner on release, by the Deputy Superintendent, from the cash property of prisoners received during the same month. The cash shall be released to the prisoner only on an application made by him and on the orders of the Superintendent.
- vi. The receipt and disposal of all money belonging to prisoners, shall be entered by the Deputy Superintendent in the cash book. When articles belonging to prisoners are sold, the amount realized from the sale shall also be entered on the list of property, attached to each prisoner's warrant, with the date of its entry in the cash book.
- vii. The Superintendent shall satisfy himself that the amount of cash deposited to the credit of prisoners, in the prison's cash chest or Bank, corresponds with the amount shown in the Deputy Superintendent's cash book, under the same head.

- viii. An internal audit shall be carried out half-yearly to verify the cash transactions pertaining to the prisoners' property account.
- ix. On the transfer of a prisoner from one prison to another, all his money and other property shall be forwarded to the prison to which he is transferred, under proper receipt.
- x. The property tendered at the prison on behalf of a prisoner already transferred to another prison, shall not be accepted. The person tendering the property shall be informed of the prison to which the prisoner has been transferred, so that the property may be sent there.
- xi. The Superintendent may, at the request or with the consent of any prisoner in writing, make over the whole or any part of the money or other property belonging to such prisoner in the custody of the Superintendent, to any person (not being a prisoner), whom such prisoner may specify, under proper receipt. Provided that the Superintendent may withhold and retain so much of the money or other property of such prisoner as he may think necessary, for the purpose of providing such prisoner with sufficient clothes and money, upon his release.
- xii. Any prohibited article found on any prisoner after his admission into prison, shall be confiscated and all money realized from the sale of any article, so confiscated, shall be credited to the Government under the proper head of account. Provided that the Superintendent may, with the approval of Director/ Inspector General, award any sum not exceeding one half of the amount or of the sale proceeds of any property so confiscated, to any person instrumental in the finding or discovery thereof.

21. Disposal of property of an escaped prisoner

The money and property of an escaped prisoner shall be retained at the prison for one year after the escape. If the prisoner is not re-captured within that period, his money and other property, if any, shall be credited to the Government under the proper head of account.

22. Property of a deceased prisoner

The money and other property of a deceased prisoner shall, unless claimed by a person holding a succession certificate or probate etc., entitling him to receive it, be credited to the Government under the proper head of account after one year of his death.

23. Procedure when forwarding the property of a dying prisoner

- i. Any wish expressed by a dying prisoner as to the disposal of his property, shall be made known to the police to whom the property shall be handed over, along with a descriptive roll of the deceased prisoner and a certified copy of the record of such property.
- ii. A receipt shall be obtained for all property made over to the police.

24. Reception Ward

- i. On admission, prisoners will be kept in a separate reception ward until the initial formalities are completed.
- ii. The following procedure is to be followed after their admission:

- a. Obtaining their photographs, finger prints, etc.
- b. Identification of persons suffering from substance abuse.
- c. Toiletries, including disinfectants, to be issued to them.
- d. Disinfected prison clothing, bedding and tableware (mugs and plates) to be issued to them.
- e. Allotment of holding quarters.
- f. Male prisoners are to be given a haircut and shave.
- g. Disinfection and storage of prisoners' personal effects.
- h. Thorough medical examination within 24 hours of admission.

25. Orientation

- i. Every newly admitted prisoner will be given orientation on the rules and regulations to be followed in the prison. His rights and duties will be clearly explained and displayed in the vernacular language as well as in Hindi and English at each section of the prison.
- ii. A general assessment of the prisoner's background and needs will also be made by the officials to decide the appropriate placement within the prison.

26. Preparation and maintenance of History Tickets

- i. Immediately on reception of a prisoner, a History Ticket shall be prepared for and provided to him. Such History Ticket shall be maintained in the manner herein-after provided, throughout the period during which such prisoner remains in confinement. His records will also be entered in the digital database of the prison.
- ii. Every History Ticket shall contain the following particulars:
 - a. The name, prisoner number and other particulars necessary for the identification of the prisoner and the date of his admission in prison.
 - b. The offence and its relevant section in the Indian Penal Code for which he has been convicted or is under trial.
 - c. A brief entry of every order and direction passed with respect to the prisoner and the penalty imposed on him, including the date on which such order and direction was passed.
 - d. A brief record of every other occurrence of importance affecting the prisoner, while in confinement.
- iii. Every entry made on the History Ticket shall be done at the time of, or as soon as possible after, the occurrence of the event to which it relates and shall be dated and signed by the officer who makes it.
- iv. A duplicate history ticket will be issued if the original history ticket is lost. The new history ticket will be marked duplicate and signed by the competent authority.
- v. The duplicate ticket will be re-constructed as per the previous entries.

27. Recording of entries by the Medical Officer

- i. At the top of the History Ticket of every prisoner, the Medical Officer shall enter the following information:
 - a. The prisoner's weight on admission.
 - b. His state of health.
 - c. The class of labour for which he is fit, if sentenced to labour. A corresponding entry will also be made in the History Ticket of the convict.
 - d. The status of his vaccination/ inoculation against communicable diseases.
- ii. The Medical Officer shall maintain a Medical History Sheet to record the following details pertaining to the day-to-day medical condition and treatment provided to prisoners in the prison hospital:
 - a. Details of vaccinations given and the result.
 - b. Admission to and discharge from the hospital on every occasion, with the details of the illness for which the prisoner was admitted.
 - c. Admission to and discharge from the convalescent group.
 - d. Any complaint made by the prisoner.
 - e. The action taken on any direction or recommendation of the Medical Officer or his subordinate.
 - f. The fortnightly or weekly measurement of weight.

28. Other particulars to be entered in the History Ticket

- i. The particular work and task in weight, number or measurement, to which the prisoner is assigned.
- ii. Every change of work or task for reasons other than medical.
- iii. Date of application for a copy of the judgment, if the prisoner desires to appeal.
- iv. Date of receipt of the copy of the judgment.
- v. Date of dispatch of the appeal.
- vi. Substance of the order of the appellate court.
- vii. The fact of an appeal not having been made before the expiration of the term allowed for appeal.
- viii. Every prison-offence committed by him.
- ix. Every interview allowed and the receipt or dispatch of private letters.
- x. Dispatch to a court or to another prison on transfer, discharge, escape or death.
- xi. Action taken on any order passed by the Superintendent.
- xii. The details of the cell in which he was placed, if so ordered.
- xiii. The total confinement undergone in such cell and each occasion of removal, etc.

29. Entries by the Superintendent on the History Ticket

- i. Any special order such as the imposition or removal of fetters, separation at night, etc.
- ii. The award of every punishment.
- iii. Duty assigned by the Superintendent.

30. Custody and management of History Tickets

- i. The History Ticket of each prisoner shall be kept safe in the custody of the Deputy Superintendent and shall be produced by him whenever required by senior officers. The History Ticket shall be sent along with the prisoner whenever he is transferred from one group to another or from one kind of work to another or is sent to a hospital.
- ii. At the weekly parades, each prisoner shall have the History Ticket ready for inspection. The History Ticket shall be produced with the prisoner whenever he is reported for an offence or brought before the Superintendent or Medical Officer for any reason.

31. Retention of the History Ticket after release or death

The History Ticket of every prisoner shall be retained in safe custody as follows;

- i. In the event of escape, for one year.
- ii. The event of release, for one year.
- iii. In the event of death, for two years after the death, and
- iv. In the event of release on bail, for a year after the result of the appeal is known.

32. Admission Register

- i. There will be an Admission Register for all prisoners admitted to the prison. Where possible, this register will be maintained in electronic form.
- ii. The admission register will contain basic information about the prisoners such as name, parentage, home address, legal status, date of admission and committing Courts. This register will be maintained by the Deputy Superintendent in the prescribed form. The entries in this register will be assigned serial numbers.

33. Use of the register number

The register number thus given will be the means of identifying the prisoner – a fresh number being given on every transfer to another prison. The articles of clothing and bedding of each prisoner sentenced to imprisonment for life will be marked with his number and in all official communication, the number will precede the name, e.g., Convict No. 1736, “X”. If a prisoner has to undergo two or more sentences under different warrants, it is not necessary to re-enter his details in the convict register on the expiry of one sentence or to give him another number. However, every prisoner will be called by his name and not by his number in the register.

34. Personal Information System

- i. Advanced technology/ software shall be used for the creation of a Personal Information System (PIS) to record the personal details of inmates captured in their history ticket as well as their nominal roll, personal belongings and property.
- ii. This information system must be accessible by the Director/ Inspector General and Police Headquarters in the State.

35. Medical examination of prisoners

- i. Every prisoner shall be examined on admission in accordance with the provisions of section 24 of the Act.
- ii. The height and body weight of prisoners are to be taken on admission, in the presence of the Medical Officer and be verified by him. If the Medical Officer is not present when prisoners are admitted to prison, they will be weighed by the medical subordinate on duty during admission and in any case not later than the following morning.
- iii. Their body weight will be noted in a book kept at the main gate, to be subsequently verified by the Medical Officer when their examination takes place.
- iv. The Medical Officer will carefully examine the prisoner and will himself record the findings in the prescribed proforma.
- v. The Medical Officer will also supervise the entry of the prisoners' identification marks, which may be noted by the Medical Subordinate. Medical Examination of prisoners will be made with due regard to decency and with reasonable privacy.
- vi. Prisoners who bear injuries on their bodies on admission, shall be examined immediately by the Medical Officer. If the examination reveals unexplained injuries not already recorded in the medico-legal report accompanying the prisoner, the Medical Officer will refer the case to the nearest Government hospital for medical check-up.
- vii. Substance abusers should be identified on the very day of their admission in prison and should be immediately referred to de-addiction centers with the prior approval of the Director/ Inspector General.
- viii. If a prisoner appears to be a juvenile, he shall be referred back to the Court concerned after the medical examination, for further orders.

**CHAPTER – XXII
LEGAL AID**

1. Inmates who cannot afford legal counsel (i.e. who come from families living below the poverty line) may seek legal aid through the Meghalaya State Legal Services Authority and the District Legal Services Authority.

2. Legal Services Cell/ Clinic

- i. A Legal Services Cell/ Clinic should be set up in every prison, with sufficient number of empanelled advocates of the Meghalaya State Legal Services Authority (MALSA) and District Legal Services Authority.
- ii. The MALSA may train inmates as para legal volunteers (PLVs) to assist the Legal Aid Cell/ Clinic established in the prison.

3. Legal literacy classes in prisons

- i. Legal literacy classes may be conducted in prisons in order to educate prisoners about their rights and duties and the availability of free legal aid.
- ii. The services of law students, Para Legal Volunteers and Legal Aid Lawyers may be utilised to ascertain the need of inmates for legal aid.
- iii. Separate registers shall be kept in each prison, in which, details of visits by advocates will be entered.

NOTE – Only prisoners with an income Below the Poverty Level are entitled to Legal Aid.

CHAPTER – XXIII
RADICALIZATION IN PRISONS

1. Counter Radicalization Measures

- i. Several radical/ terrorist elements linked with outfits involved in propagating the ideology of radicalization and accused of committing violent activities are lodged in various prisons of the State from time to time. There is a possibility of radicalization of other jail inmates through interaction with these radical elements. Therefore, segregation of hard-core terrorist elements in prisons should be enforced.
- ii. Alienation, pre-disposition to violent behaviour, anti-social attitudes and a need for protection/ association make inmates vulnerable to radical ideology.
- iii. Radical inmates should not be allowed special privileges.
- iv. The prison authorities should counter radicalization and initiate de-radicalization in prisons as follows:
 - a. Carrying out regular assessments to determine the magnitude and scope of radicalization in all the prisons of the State.
 - b. Training of prison staff to recognize the signs of radicalization and promptly reporting the same to higher authorities.
 - c. Safeguarding the vulnerable inmates.
 - d. Installation of CCTV cameras at strategic points in the prison to keep watch on the activities of the inmates as well as the prison staff.
 - e. Enabling video conferencing facilities for hard-core elements to limit their interaction with others.

- f. Taking special care to ensure that no nexus is developed between gangsters, drug smugglers, naxal elements and insurgents and the radical elements lodged in the prison.
- g. Careful selection and scrutiny of NGOs, religious organizations, etc., visiting the prison.
- h. Utilizing the services of NGOs and religious organizations to spread effective counter-radicalization narratives amongst vulnerable prisoners.
- i. Ensuring that no material with radical content is circulated among the inmates.
- j. Taking up de-radicalization programmes in the prison through qualified counsellors and religious figures with moderate views.

2. Psychological profiling of arrested persons

- i. The profile of arrested persons prepared by the District Superintendent of Police/ investigating Agencies indicating the scale/ level of radicalization and other important relevant information shall be shared with the prison authorities for drawing up adequate measures to effectively counter radicalization in prisons.
- ii. The Director/ Inspector General shall co-ordinate with the State Police Headquarters in this matter.

3. Identification and segregation of prisoners

The Director/ Inspector General shall issue clear instructions to the Superintendents of prisons for the identification and segregation of hardcore prisoners with strong radical views, which may influence the other inmates. Such prisoners shall be kept in separate high security prisons/ wards or in isolated cells with good security arrangements.

4. Shifting of hardcore prisoners / terrorists out of their region of influence

Hardcore terrorists may be shifted to prisons in other States to minimize their influence on other inmates.

5. Training of staff

The Superintendent will initiate action to train the prison personnel and build their capacity for counter radicalization with the help of experts, employing scientific methods and the latest technology.

6. Services of NGOs, religious leaders and psychiatrists to counter radicalization in prisons

The services of NGOs, religious leaders and psychiatrists may be sought by the Superintendent to counter radicalization. Proper verification of the credentials and monitoring of the activities of the identified NGOs and religious leaders must be made before they are engaged for this purpose. The NGOs must be neutral and secular to achieve well defined objectives. Psychiatrists should be requisitioned by the Director/ Inspector General through the Administrative Department from time to time, to assess the scale of radicalization of prisoners, their vulnerability to radical ideas, identification of symptoms of radicalization and correctional measures to counter radicalization in prisons. Each such prisoner shall be assigned a file in which all the records of his assessment and evaluation will be kept.

CHAPTER – XXIV

PRISONERS SENTENCED TO DEATH

1. Definitions

For the purpose of this chapter;

- i. “prisoner” means a prisoner who is sentenced to death.
- ii. “relative” includes a spouse, children, grandchildren, brothers, sisters, parents, grand-parents, parent’s brothers or sisters, parents-in-law, grandparents-in-law, brothers or sisters of spouses, nephews and nieces.

Management of prisoners sentenced to death, on admission

2. Search

- i. When a prisoner sentenced to death is admitted in the prison, the Superintendent shall give a report of the admission to the Government through the Director/ Inspector General, indicating the date fixed for his execution confirmed by the High Court and solicit orders of the Government regarding stay of his execution, if any.
- ii. Every prisoner under sentence of death shall, immediately on his arrival in the prison after sentence, be searched and all articles which the Superintendent deems dangerous or inexpedient to leave in his possession shall be confiscated.

3. Measures to be taken for their custody

- i. The Superintendent should ensure that the various directions issued by the Supreme Court in this regard are strictly followed.
- ii. The prisoner sentenced to death can remain in the company of other prisoners till all legal remedies are exhausted and shall be entitled to all rights and facilities like education, legal aid, recreation, interviews, etc., that are available to other prisoners.
- iii. Information about every prisoner sentenced to death shall be maintained by the Superintendent in the format provided for the same.
- iv. The prisoner shall be provided his prison record and medical record, on request.
- v. The prisoner shall also be searched on opening of the cell in the morning when the guards on duty are changed and before locking up, and each time he is taken out of or returned to the cell.
- vi. Every prisoner sentenced to death shall be confined in a cell in a special yard under constant surveillance, apart from the other prisoners, when all legal remedies are exhausted. However, unless special circumstances exist, he must be able to see and hear other prisoners and have meals along with them.
- vii. Where there is more than one such cell in the special yard, the prisoner sentenced to death shall be changed from one cell to another on a daily basis.

4. Cell to be inspected

- i. Every cell in which a prisoner sentenced to death is confined, shall be examined by the Superintendent or by an officer appointed in that behalf, to ensure that it is secure and contains

no article of any kind which the prisoner could use as a weapon of offence or as an instrument for self-harm or suicide or which is, in the opinion of that officer, inexpedient to be permitted to remain in such cell. The inspecting officer shall submit a report of the inspection of the cell to the Superintendent before the prisoner is lodged in it and the Superintendent will send the report of the cell inspection to the Director/ Inspector General with his views and comments, while taking action within his power, on the report.

- ii. When there are two or more such prisoners confined in a prison at the same time, they shall be kept in cells situated at some distance from one another and a separate guard shall be posted round the clock for each cell.
- iii. The Sentry guarding these cells shall be posted in front of the grated door of the cell and must be relieved every two hours.
- iv. If the cells are contiguous, one Warder shall be posted to guard a maximum of four such prisoners. For any number of cells in excess of four, an extra guard shall be posted even when the cells are contiguous.
- v. Every prisoner sentenced to death shall be under the observation of the guarding staff on a twenty-four-hour basis. When two rows of cells face each other and are within a reasonable distance of each other, one Sentry may be given charge of up to four cells on one side and four on the other.
- vi. When two or more cells are occupied, the Sentry shall walk up and down past them, so that each prisoner guarded by him comes into his view at short intervals.
- vii. Every cell in which a condemned prisoner is confined shall be well lit from sunset to sunrise by a light source kept in front of the grated door of the cell, so that the prisoner may be effectively supervised at all times.
- viii. Every guard shall perform duty in uniform and shall be equipped with a regulation baton. It should be ensured by the Superintendent that the sentry must not be armed with a firearm or any sharp weapon.
- ix. The key of the cell lock shall be kept with the Sentry/ prison guard on duty so as to be immediately available in case of emergency. The lock must be such that it cannot be opened by any other key in use in the prison.
- x. A prisoner sentenced to death shall not be taken out of his cell unless the requisite number of guards is present. If the guard on duty notices a prisoner attempting to commit suicide, he shall raise an alarm for help, enter the cell and prevent the prisoner from inflicting harm on himself.
- xi. The special guard under whose charge a prisoner sentenced to death is kept, shall allow no one to approach the cell or communicate with the prisoner in any manner, except the Superintendent and any other officer authorized by the Superintendent in that behalf or by the order of the court.
- xii. A prisoner under sentence of death shall not be handcuffed or placed in any form of physical restraint unless he is so violent as to be dangerous to the guard or to himself. If it is deemed necessary to handcuff any prisoner, the reason for such action shall be recorded by the Superintendent and reported to the Director/ Inspector General.

5. Observation

- i. The officer in charge should carefully observe the behaviour of the prisoner sentenced to death, particularly his mental state. A noticeable change in the behaviour is to be reported to the Superintendent for assistance by a psychiatrist or psychologist.
- ii. The notes on the psychiatric or psychological observation recorded should be collected and compiled by a designated official. The Superintendent should ensure that he reads and checks the notes daily.
- iii. Two copies of the case history of the prisoner and the notes shall be sent by the Superintendent to the Director/ Inspector General immediately after the final disposal of the case, who shall send a copy to the Government with his remarks thereon, if any.

6. Restriction on removal

- i. Prisoners sentenced to death shall not be removed to the prison hospital or any hospital outside the prison premises for medical treatment, without the approval of the Director/ Inspector General.
- ii. The Superintendent may order the removal of a prisoner to the prison hospital in anticipation of approval from the Director/ Inspector General, if the Medical Officer of the prison certifies that the prisoner is in danger of dying and requires immediate medical treatment in the hospital.
- iii. A prisoner sentenced to death shall be treated in a separate ward in the hospital, where no other patients are kept, under special guard according to the requirement.

7. Special treatment

- i. The Superintendent may issue suitable diet to prisoners sentenced to death, after consultation with the Medical Officer.
- ii. A prisoner may, on the recommendation of the Medical Officer of the prison, be allowed physical exercise in the open air within the prison walls, in the morning and evening, under close observation of the guard.
- iii. The Superintendent may permit prisoners under sentence of death to interact with their relatives, friends or legal advisors, twice a week or more often, if the Superintendent is of the opinion that there are good and sufficient reasons to do so.
- iv. The Superintendent shall ensure that all precautionary and security measures are taken before allowing such interactions. If necessary, intelligence inputs from the District Superintendent of Police shall be sought before the permission is granted.
- v. The seating arrangement should be such that the prisoner is separated from the visitors. The prisoner shall be taken from the cell to the interview room under proper escort.
- vi. A religious or faith-based authority (of the religion/ faith to which the prisoner belongs) may be summoned once a week at the cost of the Government if the prisoner so desires. The Superintendent may permit him to be summoned more often for adequate reasons to be recorded in the History Ticket of the prisoner sentenced to death.

8. Other facilities

- i. A prisoner sentenced to death may be allowed the following, with the approval of the Superintendent:
 - a. Religious books and pictures;
 - b. Articles and religious emblems, subject to security clearance;
 - c. Newspapers and books.
- ii. The Superintendent can incur expenditure as per the provisions of the Meghalaya Delegation of Financial Powers Rules, 2006 for providing reasonable solace to the prisoner through securing the presence of close relatives before the execution of the sentence, etc.
- iii. A case history shall be compiled in respect of each prisoner sentenced to death, in the format provided for the same.

9. Insanity or mental issues

- i. Signs of mental illness shown by a prisoner awaiting the execution of the sentence of death shall at once be reported to the Government, through the Director/ Inspector General accompanied by the following documents:
 - a. The Nominal Roll of the prisoner;
 - b. A copy of the warrant under which he is confined (in duplicate);
 - c. The Medical Officer's certificate in the prescribed form; and
 - d. The medical history sheet (in duplicate).

Note: A copy of the judgment should also be sent at the earliest.

- ii. Prisoners sentenced to death shall be kept under observation in the prison by a psychiatrist from the Meghalaya Institute of Mental Health and Neuroscience (MIMHANS)/ Civil Hospital/ PHC for a period of ten days or longer if considered necessary, prior to an examination by the Medical Board appointed by the Government for the purpose of examining and evaluating their mental condition.
- iii. The Superintendent and the Medical Officer in charge of the prison, in which the prisoner sentenced to death may be confined, shall extend all co-operation and assistance to the psychiatrist in the matter.
- iv. The psychiatrist under whose observation the prisoner is kept, pending examination by the Medical Board, shall furnish the Superintendent with a questionnaire for collecting information on the history of such prisoner from institutions or individuals with whom the prisoner has had contact just prior to, at the time of and soon after the commission of the offence. Factual material concerning the mental condition of the prisoner sentenced to death shall be obtained either from records or from eye-witnesses and relatives of the prisoner including the officer who arrested him.

Note: Evidence regarding the behaviour of the prisoner at the time of the trial and especially during examination in court will be available from the record of the proceedings of the court. Reports on the prisoner sentenced to death shall also be obtained from individuals who have been in contact with him during the period of remand and subsequent detention in the prison. While collecting this information, utmost care shall be taken to see that the purpose for which it is collected is not divulged. It should also be remembered that the relatives of the prisoner sentenced to death are likely to be especially interested and the information supplied by them shall be used with the greatest care. As soon as the report on the mental health of the prisoner is ready, a date shall be fixed by the Director of Health Services for the meeting of the Medical Board.

- v. The psychiatrist attending to the prisoner shall place all the records before the Medical Board. The Chairman of the Board shall forward the proceedings of the Medical Board together with their opinion to the Department of Prisons & Correctional Services through the Director/Inspector General.

10. Pregnancy

- i. If a female prisoner sentenced to death is certified by the Medical Officer to be pregnant, the Medical Officer shall inform the Superintendent who shall make a note to that effect on the warrant. The warrant shall then be returned to the Sessions Judge for orders to suspend the execution of the sentence, until the orders of the High Court have been obtained, as required under Section 416 of the Code of Criminal Procedure, 1973.
- ii. If a female prisoner sentenced to death declares that she is pregnant and the Medical Officer is unable to certify the truth of the statement, he shall immediately state the interval of time necessary to verify the pregnancy. The Superintendent should then immediately inform the Director/Inspector General for reporting the same to the Government for the postponement of the date of the execution.
- iii. When execution of a capital sentence on a female prisoner is suspended for either of the situations mentioned above, the sentence shall not afterwards be executed without the express order of the Government, for which the Superintendent shall apply through the Director/Inspector General.

11. Appeal facilities

- i. Prisoners sentenced to death should be provided copies of relevant documents by the prison authorities within a week of conviction to assist them in preparing appeals and petitions.
- ii. On receipt of confirmation by the High Court of a sentence of death passed by the convicting court, the Superintendent shall inform the prisoner sentenced to death of the appeal facilities under any of the relevant provisions of the law, for preferring an appeal within the prescribed period.
- iii. The appeal shall be prepared for the prisoner through the nodal agency for legal aid if the prisoner has no means to access private defence and the nodal agency shall file the appeal before the appropriate court.
- iv. A sentence of death shall not be executed until after the dismissal of the appeal against the sentence or disposal of the application for clemency or, in case no appeal or application has been

preferred, until after the expiry of the period allowed for an appeal or for making such application.

Provided that, if a petition for mercy has been submitted by or on behalf of a prisoner sentenced to death, the execution of the sentence shall further be postponed, pending the orders of the President thereon.

Provided further that, if more than one person is sentenced to death in the same case and if an appeal or application is made by or on behalf of only one or more but not all of them, the execution of the sentence shall be postponed in the case of all such prisoners sentenced to death and not only in the case of the person or persons by whom, or on whose behalf, the appeal or application is made.

12. Petition for mercy

- i. Immediately on receipt of information of the dismissal of the appeal or special leave petition from the Supreme Court, the Superintendent shall inform the prisoner so that he can file the mercy petition within seven days of the receipt of the information, excluding the date on which the Superintendent informs him of such dismissal by the Supreme Court.

Note: If the prisoner submits a petition after the period prescribed above, the Superintendent shall at once forward it along with the substance of it, to the Government through the Director/ Inspector General by fax/ letter/ e-mail/ special messenger requesting for orders as to whether the execution should be postponed and informing that, pending a reply, the sentence will not be carried out. If such petition is received by the Superintendent later than noon on the day preceding the date fixed for the execution, he shall follow this same procedure, giving the date of the execution and informing that the sentence will be carried out unless orders to the contrary are received.

Note: At any time before the execution of the sentence, if it comes to the knowledge of the Superintendent that altogether exceptional circumstances have arisen which clearly demand re-consideration of the sentence, he is at liberty, notwithstanding anything contained in the foregoing provisions, to report the circumstances by fax/ letter/ e-mail/ special messenger to the Government of Meghalaya through the Director/ Inspector General and request for orders. The execution shall be deferred till the orders are received. In such instances, the assistance of the District Legal Services Authority should be sought and obtained.

- ii. Legal aid should be provided to the prisoner sentenced to death at all stages, even after the rejection of a Mercy petition. Hence, the Superintendent shall intimate the rejection of mercy petitions to the nearest Legal Aid Centre apart from intimating the prisoner sentenced to death.
- iii. The prisoner sentenced to death is entitled to a copy of the order rejecting the mercy petition.
- iv. The petition for mercy from a prisoner sentenced to death is to be expeditiously forwarded by the Superintendent to the Government of Meghalaya along with the records of the case and his observations in respect of any of the grounds urged in the petition, through the Director/ Inspector General. The Government shall also expeditiously forward the petition to the Ministry of Home Affairs.
- v. Orders on mercy petitions shall be communicated by the fastest means available and the receipt of these orders shall also be acknowledged by the fastest means available.

- vi. Petitions for mercy submitted on behalf of a prisoner sentenced to death shall be dealt with, *mutatis mutandis*, in the manner provided herein for processing a petition from the prisoner himself. The petitioners on behalf of a prisoner sentenced to death shall be informed of the orders passed in the case. If the petition is signed by more than one person, it shall be sufficient to inform only the first signatory. The prisoner sentenced to death shall also be informed of the submission of any petition on his behalf and of the orders passed thereon.

13. Mental Health evaluation

There should be regular mental health evaluation and appropriate medical care and attention for prisoners whose mental balance is disturbed.

14. Physical and mental health reports

After the execution warrant is issued, the Superintendent of Prison should satisfy himself on the basis of medical reports that the prisoner is physically and mentally fit. If the Superintendent is of the opinion that the prisoner is not physically or mentally fit, he should forthwith stop the execution and produce the prisoner before a Medical Board appointed by the Government for a comprehensive evaluation and shall forward the report of the same to the Government for further action.

15. Action on final confirmation of the Death Sentence

- i. The Trial Court shall fix the date of the execution if the Mercy Petition of a prisoner sentenced to death is rejected.
- ii. On receipt from the Trial Court of the final confirmation and the date of execution of a prisoner sentenced to death, the prisoner and his family shall be informed of the date of execution, by the Superintendent.
- iii. The Superintendent will facilitate the meeting of the prisoner sentenced to death with his family, if they so desire.
- iv. The prisoner sentenced to death, if he so desires, shall be permitted to prepare his will and his statement to that effect, shall be recorded by the Superintendent.

16. Minimum period for execution of a death sentence

A minimum period of 14 days between the receipt of the correspondence rejecting the mercy petition and the scheduled date of execution is laid down by the Supreme Court. This is to enable the prisoner sentenced to death to prepare himself, settle his affairs and meet family members or to avail any judicial remedy.

17. Execution of a death sentence

- i. All executions shall take place at the prison to which the warrant is directed, unless expressly otherwise ordered in the warrant. They shall usually be carried out in a special enclosure attached to, or within the walls of the prison.

- ii. No prisoner sentenced to death shall be executed on a day which has been notified as a public holiday.

18. Arrangement for execution

- i. On receipt of the date of execution of the prisoner, the Superintendent shall fix the time of execution sufficiently in advance. A report intimating the time of the execution shall be sent to the Director/ Inspector General, the District & Sessions Judge and the Government.

Note: The execution shall take place early in the morning before it gets bright.

- ii. The Executive Engineer (PWD) shall inspect the gallows before the date of a hanging on intimation by the Superintendent. The gallows shall be inspected and the rope tested in the presence of the Superintendent on the evening before the execution. A new rope need not necessarily be used for every execution, but the Superintendent shall see that the rope is carefully tested. As a rule, a dummy or a bag of sand weighing 1 & 1/2 times the weight of the prisoner to be hanged and dropped between 1.830 and 2.440 meters will afford a safe test of the rope. Two spare ropes for each prisoner sentenced to death shall be kept ready in reserve on the scaffold in the event of accidents.
- iii. The Medical Officer shall indicate in the medical report, the drop to be provided to the prisoner, at least four days before the date on which the prisoner is to be executed. The Medical Officer of the prison shall work out the details of the length of the drop to be provided to a prisoner on the principles shown below: -
 - a. If the prisoner weighs less than 45.360 Kgs. a drop of 2.4440 meters should be provided;
 - b. If the prisoner weighs between 45.330 to 60.330 Kgs. a drop of 2.290 meters should be provided;
 - c. If the prisoner weighs more than 60.330 Kgs. but less than 75.330 Kgs, a drop of 2.130 meters should be provided;
 - d. If the prisoner weighs more than 75.330 Kgs. but less than 90.720 Kgs, a drop of 1.980 meters should be provided;
 - e. If the prisoner weighs more than 90.720 Kgs. a drop of 1.830 meters should be provided.

Provided that within the extreme limits of 1.830 meters on the one hand and 2.440 meters on the other hand, if the Medical Officer is of the opinion that the drop should be increased or decreased depending on the physical attributes of the prisoner, effect should be given to the Medical Officer's opinion.

Note: The above calculations are based on the assumption that the execution rope will be made of cotton yarn/ manila of 2.59 to 3.81 cms. in diameter.

- iv. These two measurements will determine the distance when the prisoner is standing in position on the drop, from the point of the latter's jaw to the ring in the beam. The measurement of the prisoner's neck shall also be carefully taken, the neck measurement and the height from the angle of the jaw being carried out immediately after the prisoner has been sentenced to death. The length of rope for any given drop shall be the length of the drop plus the distance from the angle of the prisoner's jaw to the ring in the beam.

- a. The height of the prisoner to the angle of the jaw immediately below the left ear shall be accurately measured, as well as,
- b. The height from the drop shutter, when fixed in position, to the lower portion of the ring in the beam to which the rope will be affixed.
- v. Assuming the distance between the angle of the jaw and the iron ring to be 1.220 meters and the desired drop to be 2.130 meters, the length of rope hanging free from the ring shall be 3.350 meters (from the ring to the leather washer maintaining the loop in position on a pillow of gunny cloth, filled with sand, of the same thickness as the neck of the prisoner).
- vi. Wax or butter shall be applied to the loop of the rope. After testing, the rope and other equipment shall be securely locked and sealed in a steel box kept in the charge of the Superintendent.

19. Execution

- i. On the morning of the day of execution, the Superintendent shall, before proceeding to the cell of the condemned prisoner, enter his office and ensure that there is no communication from the Competent Authority connected with the execution, awaiting him. Thereafter, the Superintendent, the District Magistrate/ Additional District Magistrate and the Medical Officer will visit the prisoner in his cell before the hour fixed for the execution. Any documents requiring attestation by the prisoner such as his will etc., shall be signed and attested in the presence of the Superintendent and the District Magistrate/ Additional District Magistrate.
- ii. The Superintendent, the District Magistrate/ Additional District Magistrate and the Medical Officer will then proceed to the scaffold while the prisoner remains in his cell under the observation of the Deputy Superintendent. Thereafter, the hands of the prisoner sentenced to death will be pinioned behind his back.
- iii. The prisoner shall be marched near to the scaffold under the charge of the Deputy Superintendent and guarded by the Head Warder and six warders, two preceding in front, two behind and two holding his arms.
- iv. On the arrival of the prisoner near the scaffold, the Superintendent shall inform the District Magistrate/ Additional District Magistrate that the prisoner has been identified and the warrant read over to the prisoner in the vernacular or language the prisoner understands.
- v. A cotton cap with a flap shall be put over the prisoner's face just before he enters the enclosure of the gallows. The prisoner should not be allowed to see the gallows. The prisoner shall mount the scaffold and shall be placed directly under the beam to which the rope is attached while the warders hold him by the arms.
- vi. The prisoner shall then be made over to the executioner.
- vii. The executioner shall then strap tight the legs of the prisoner together and adjust the rope tight around his neck, the nose being 1-1/2 inches to the right or left of the middle line and free from the flap of the cap.
- viii. The Superintendent shall ensure that the rope around the neck of the prisoner is adjusted properly and the knot is placed in the proper position.

- ix. The warders holding the prisoner's arms shall then withdraw and at a signal from the Superintendent, the executioner shall draw the bolt.
- x. The operations mentioned above should be done simultaneously and as quickly as possible, on completion of which, the Superintendent shall give a signal to the executioner who shall push the lever to release the trap-door.
- xi. The body shall remain suspended for half an hour before being taken down or until the Medical Officer has certified that there is no more life in the body.

20. Presence of officers at the execution of a prisoner

- i. The Superintendent, Deputy Superintendent, Medical Officer in charge and the Resident Medical Officer shall be present at all executions. The District Magistrate or in his absence, the Additional District Magistrate shall attend the execution and countersign the warrant. If the prisoner so desires, a priest of his faith may be allowed, at the discretion of the Superintendent, to be present at the place of execution, subject to the requirement of security and prison discipline.
- ii. Relatives of the prisoner and other prisoners shall not be allowed to witness the execution. The Superintendent with the prior approval of the Government may, however, permit social scientists, psychologists, psychiatrists etc., who are conducting research in their field of work, to be present. The Superintendent's discretion shall prevail in matters relating to grant of permission to witness executions.
- iii. A guard of not less than ten constables/ warders and two Head Constables/ Head Warders or an equal number from the prison Armed Guards, shall be present at every execution. The District Superintendent of Police will supply the guard on application, when no armed guard of the prison exists.
- iv. Prisoners of all categories shall be kept locked up until the execution is over and the body removed from the prison.

21. Disposal of the body

- i. Subject to the provisions of this paragraph, the body of the executed prisoner shall be disposed of according to the requirement of the religion to which the executed prisoner belonged.
- ii. If the executed prisoner's relatives make a written application for performing the last rites, the Government may, in its discretion, allow such request, provided that the relatives give a written undertaking that they will not make a public demonstration of any kind during the funeral procession, cremation or burial of the executed prisoner. If the Government apprehends the likelihood of a public demonstration, it may refuse such permission. The Superintendent shall consult the District Magistrate and the District Superintendent of Police for the disposal of the body of an executed prisoner, in whose case there is likelihood of a public demonstration and arrangements shall be made according to the requirement of the situation.
- iii. Except as provided in this chapter, the body of the executed prisoner shall be taken out of the prison with all solemnity. A municipal hearse or Mortuary Van shall be used for the transportation of the body to the cremation or burial ground. The Superintendent will incur all reasonable expenditure required for the transportation and disposal of the dead body in accordance with the provisions of the Meghalaya DFP Rules, 2006.

22. Hangman's fees

The hangman shall be paid at the rate fixed by the Government of Meghalaya for the execution of each prisoner sentenced to death.

23. Report of execution of a death sentence

The Superintendent shall, immediately after each execution, send a report thereof to the Director/ Inspector General in the format provided and shall return the warrant duly endorsed, to the Court which issued it.

24. Post-mortem reports

Post mortem examination after the execution of the death penalty, to ascertain the exact cause of death, is mandatory.

25. Communication to have special marking

- i. A distinctive red envelope with the words 'Death Sentence' and 'immediate' marked on the top left and right hand corners respectively, shall be used in all correspondence relating to capital sentence.
- ii. In all cases, receipt of orders communicating the rejection of petitions shall invariably be acknowledged by registered letters. The orders of the Government postponing the execution shall immediately be acknowledged by wireless message/ fax/ letter/ e-mail/ special messenger.
- iii. All Superintendents shall make special arrangement to ensure that correspondence in these distinctive envelopes are received in the prison at any time of the day or night either by himself or in his absence, by the senior most officer in charge of the prison at the time the correspondence is received.
- iv. The time and date of receipt of the communication shall be noted in the receipt register and shall immediately be placed before the Superintendent, or in his absence, the immediate subordinate officer, for orders.
- v. The Superintendent shall see that prompt replies and acknowledgements are furnished where these are required and that in the case of order(s) staying execution, acknowledgements are promptly sent to the Government by special messenger well in advance of the time fixed for execution of the sentence.

26. Postponement on medical grounds

- i. The execution of a convict shall not be carried out on the date fixed if he is physically unfit to receive the punishment. In determining such postponement, the physical disability should be both serious and acute (not chronic) to sufficiently justify it.
- ii. The Superintendent shall at once submit to the Director/ Inspector General, a detailed report of the case together with the medical opinion on the degree of physical disability of the prisoner and the probable date, if any, on which the prisoner is likely to become physically fit for execution.

27. Delay in carrying out a capital sentence

- i. Should any extraordinary or unavoidable delay occur in carrying out a capital sentence due to any cause other than the submission of an appeal or application, the Superintendent shall immediately report the circumstances to the Sessions Judge and return the original warrant either for issue of a fresh warrant or for an endorsement upon the same warrant, of an order containing a definite date for carrying out the postponed sentence.
- ii. In the event of final orders from the Government to carry out execution being received after a date for execution has been fixed by the District & Sessions Judge, the Superintendent shall obtain a revised date of execution from the District & Sessions Judge not later than a week after the date on which such orders actually reach him. The date so fixed should be intimated to the Government when acknowledging the order of execution.
- iii. When final orders are received by the Superintendent from the District & Sessions Judge to carry out execution, the Superintendent shall comply, provided such date has not elapsed at the time he receives the final orders. In that case, the Superintendent shall take action as described above.

**CHAPTER – XXV
DEATH OF PRISONERS**

1. When any prisoner dies, the Deputy Superintendent shall send immediate notice of the death to the Superintendent and the Medical Officer. A return of every death of a prisoner or of any person residing on the jail premises shall be furnished by the Deputy Superintendent to the concerned Registrar of Births and Deaths and the Trial Magistrate in the case of an Under-trial prisoner.

2. Procedure on death of a prisoner

- i. The death of any prisoner in custody shall be handled as per the procedure laid down in the Code of Criminal Procedure, 1973 and the guidelines issued by the National Human Rights Commission from time to time.
- ii. The provisions relating to the procedure to be followed on the death of a prisoner shall, with necessary changes, apply in the case of death of an officer of the prison while on duty.
- iii. Report on the death of a prisoner –
 - a. On the death of a prisoner, the Medical Officer in charge shall forthwith record in a register the following particulars:
 1. The day on which the deceased first complained of illness or injury or was observed to be ill or injured;
 2. The labour, if any, in which he was engaged on the day of death;
 3. The scale of his diet on the day of death;
 4. The day on which he was admitted to the hospital;
 5. The day on which the Medical Officer was first informed of the illness or injury;
 6. The nature of the disease and/ or injury;

7. The date on which the deceased was last seen by the Medical Officer or the medical subordinate;
 8. The date of death;
 9. An account of the prisoner's appearance after death, together with any special remarks that appear to the Medical Officer to require mention; and
 10. The probable cause of death, etc.
- b. The Medical Officer shall forthwith send the report of death to the Superintendent and the Director/ Inspector General.
 - c. Intimation of all deaths, including the deaths of children who reside with female prisoners in the prison, occurring from whatever cause, shall be sent by the Superintendent to the concerned Court, the District Magistrate and the Superintendent of Police of the district.

3. Recording of a death

Entries relating to the death of a prisoner shall be made in the relevant registers, History ticket and in the hospital records, in detail. All records relating to the death of a prisoner shall be preserved for at least two years.

4. Other requirements

- i. The death of a military prisoner in prison shall be immediately reported to the Commanding Officer of the Unit he belonged to.
- ii. The death of a foreign prisoner shall be immediately reported to the Director/ Inspector General for communication to the Government. The Government shall inform the concerned Embassy through the Government of India.
- iii. The death of a woman prisoner with a child in prison, shall be intimated immediately to the Government for further care of the child as may be deemed fit.
- iv. On the death of a prisoner, the warrant shall be returned to the Court by which it was issued with an endorsement certifying the cause and date of death.
- v. The death of a prisoner shall be thoroughly investigated by the Superintendent to determine any laxity or negligence on the part of any official in discharge of his duty or any shortcoming or lacuna in the administration of the prison which resulted in the death. This report shall be immediately forwarded to the Director/ Inspector General, without awaiting the findings of the Magisterial inquest. The Director/ Inspector General will take action to remove the lacuna or shortcoming and if called for, action against the delinquent official(s) as deemed proper.
- vi. The body of the deceased prisoner or a deceased child of a female prisoner shall be kept for examination and orders of the officer conducting the inquest.
- vii. The post-mortem examination shall be conducted in a Government hospital having such facilities.
- viii. A full report on the circumstances of the death of a prisoner shall be sent by the Superintendent without any delay to the Director/ Inspector General for submission to the Government. Reports made by the police and magistrate, the nominal roll, copies of judgements, the

deposition of witnesses, etc. shall also be submitted with this report. The post-mortem examination shall be video-graphed as per the guidelines of the National Human Rights Commission.

- ix. If the magisterial inquest discloses that the death was due to un-natural causes or foul play or under suspicious circumstances, the Superintendent shall forthwith send a copy of the inquest report to the Superintendent of Police of the district for registration of a case in the matter.
- x. If the prison administration differs with the findings of the magisterial inquest, the Director/ Inspector General shall make a report to the Government giving detailed reasons for differing with the findings of the magisterial inquest. The Government will decide the action to be taken there-on.
- xi. If the probable cause of death of a prisoner is a disease which is likely to take the form of an epidemic, immediate action shall be taken by the Superintendent, in consultation with the Medical Officer in charge, so that every preventive step is taken to stop the spreading of the disease.
- xii. Intimation of the death should be sent to the National Human Rights Commission and the Government, within twenty-four hours of the death, in the prescribed proforma.
- xiii. The relatives of the dead prisoner, if poor, may be given a reasonable amount of money (the maximum limit of which will be decided by the Director/ Inspector General from time to time), for transporting the dead body of the prisoner to his native place or for performing the last rites.

5. Procedure to be followed for disposal of a body

- i. The body may be handed over to the relatives only after the post-mortem examination has been conducted. For this purpose, it may be kept in the hospital mortuary.
- ii. If there is no possibility of handing over the body to relatives or friends within 48 hours, the prison authorities shall dispose of the body in accordance with the hospital rules.
- iii. The delivery of a body to relatives or friends shall be subject to the condition that there shall be no public demonstration of any nature with regard to its removal.
- iv. The Superintendent shall conduct an identification test to ensure the identity of the dead body and certify the entry accordingly, in the relevant register.

CHAPTER – XXVI TRANSFER OF PRISONERS

1. Power of the Director/ Inspector General to transfer

Subject to the order and control of the Government, the Director/ Inspector General is authorized to sanction the transfer of such prisoners as are referred to in Section 29 of the Prisoner Act, 1900 (except those under sentence of death), from one prison to another, within the State.

2. Reasons and circumstances for transfer

- i. For custody and treatment in a suitable institution in accordance with the classification procedure/ lodging policy;
- ii. For attendance in court for the purpose of standing trial or giving evidence;
- iii. On medical grounds;
- iv. On humanitarian grounds, in the interest of their rehabilitation;
- v. On grounds of security, expediency, etc.;
- vi. To prevent overcrowding in a prison;
- vii. Other special reasons.

3. Examination and search of prisoners prior to transfer

- i. All prisoners shall be examined by the Medical Officer prior to their removal to any other prison.
- ii. No prisoner shall be removed from one prison to another unless the Medical Officer certifies that the prisoner is free from any illness rendering him fit for removal.
- iii. Every prisoner shall be searched in the presence of the Deputy Superintendent and the escort party before dispatch.

4. Prisoner on transit

Every prisoner shall be allowed to wear personal civilian clothing during transit and if the clothing is torn or soiled, he shall be provided with civilian clothing at Government cost.

5. Documents to accompany prisoners

The following documents shall be given to the officer in charge of the escort to be delivered to the Superintendent of the receiving prison, in respect of each transferred prisoner:

- i. the original warrant or warrants duly endorsed with the details of payment made, if the sentence includes payment of a fine;
- ii. a copy of the committing court's judgment and the order of any appellate court and of the Government on any petition made by the prisoner;
- iii. the nominal roll, history ticket and medical record;
- iv. the duplicate and triplicate copy of the list drawn up with regard to the private property of the prisoner; and
- v. a list of clothing, bedding and other Government property sent with the prisoner.

6. Transfer of sick prisoners

- i. No prisoner who is sick shall be transferred, except for the benefit of his health.
- ii. When the Medical Officer is of the opinion that the transfer of a sick prisoner to another prison is likely to lead to his recovery, or will help in prolonging his life, he shall forward a brief statement

of the case to the Superintendent, mentioning the prison to which a transfer is desirable. The Superintendent shall there-after submit the case to the Director/ Inspector General for orders.

- iii. The Superintendent shall, on a written requisition from the Medical Officer, supply extra food, clothing and bedding to prisoners for such journeys. Medicines, with instructions for their use, shall if necessary, be supplied to the officer escorting such prisoner.
- iv. The Medical Officer shall ensure that the medical record of a prisoner is up-to-date at the time of his/ her transfer.
- v. No prisoner who is incapable of ordinary hard labour on account of age, sickness or infirmity, shall be recommended for transfer, except under special circumstances.

7. Transfer of prisoners convicted in the same case

Prisoners involved in the same case may be transferred to different prisons, subject to the approval of the Director/ Inspector General if, in the opinion of the Superintendent, it is absolutely essential to do so in the interest of discipline and maintenance of order in the prison.

8. Transfer of habitual offenders

The Superintendent may apply to the Director/ Inspector General for transfer of a habitual offender from the prison on the ground that the prisoner is familiar with the locality and surroundings because of previous imprisonment there or otherwise. However, the Director/ Inspector General shall order the transfer of such prisoner only in special cases, on merit, if satisfied that sufficient reasons for transferring the prisoner, exist.

9. Transfer of prisoners belonging to other states

- i. The transfer of prisoners from one state to another shall be in accordance with the provisions of the Transfer of Prisoners Act, 1950.
- ii. Proposals for transfer of prisoners belonging to other states may be initiated by the Superintendent on his own motion, or on the request of the prisoner, on any ground mentioned in the Transfer of Prisoners Act, 1950.
- iii. For this, the Superintendent shall obtain from the prisoner a written declaration giving details of his address and the addresses of his relatives in his State of origin. If the proposed transfer is approved by the Government, the Superintendent shall send the nominal roll and other records of the prisoner to the Director/ Inspector General of that State.
- iv. The Director/ Inspector General shall also ascertain the name of the prison in the State of origin to which the prisoner has to be transferred, from the Director/ Inspector General of that State and then issue orders for the transfer of the prisoner with the prior approval of the State Government.

Explanation: i. Due consideration shall be given to the wishes of a prisoner regarding transfer to his home State, unless there are adequate reasons against it.

Explanation: ii. The transferring State shall bear the cost of transfer of the prisoner. The cost of maintenance of the prisoner shall be borne by the State of his origin from the date he is received there-at.

Explanation: iii. The prisoner's property and wages earned by him in the prison till the date of his transfer, shall be sent along with the prisoner, to the prison to which he is transferred.

10. Transfer of prisoners convicted by court martial overseas or in India on reciprocal basis

- i. Every ex-military prisoner convicted by a court martial overseas, or in India and confined in any prison, other than a prison in his State of origin, may be transferred to a prison in his State of origin.
- ii. The Superintendent shall immediately after his admission, send the nominal roll and written declaration of the ex-military prisoner in duplicate to the Director/ Inspector General, who shall, in consultation with the Director/ Inspector General of the State of origin of the prisoner, with the consent of the State Government, decide that the prisoner shall be transferred and issue orders to this effect.
- iii. The Director/ Inspector General shall also entertain requests from prisoners of his State confined in prisons of other states and after proper verification by the Superintendent of Police of the district to which the prisoner belongs, inform the respective Director/ Inspector General about the prison to which such prisoner should be transferred.

Explanation:i. Ex-military prisoners should be transferred immediately to their State of origin irrespective of the unexpired portion of their sentence.

Explanation:ii. The cost of maintenance of ex-military prisoners shall be borne by the States of their origin from the date they are received in their prisons and the cost of transfer should be borne by the Central Government.

11. Transfer of prisoners pending appeal

- i. Ordinarily, a prisoner whose appeal is pending before the Appellate Court shall not be transferred to an outside state. This shall also apply to prisoners in whose cases the stipulated period for filing an appeal has not expired.
- ii. In rare and exceptional circumstances when such a prisoner is transferred with the sanction of the Government, a report should be sent to the Appellate Court regarding the transfer and the prison to which the prisoner is transferred.
- iii. If any communication relating to the appeal of a prisoner who has been transferred is received, it shall be forwarded without delay, to the Superintendent of the prison in which the prisoner is confined after recording the same in the relevant Register of the prison from which the prisoner has been transferred.

12. Transfer during epidemics

- i. Prisoners shall not be transferred during epidemics in either the transferring or the receiving prison.
- ii. Transfer of prisoners along a route where an epidemic is ongoing shall also be avoided as far as possible.

13. Grounds for re-transfer to the state

When a prisoner has been transferred to a prison outside the State for any special reason, the Superintendent while proposing the re-transfer of such prisoner, shall bring to the notice of the Director/ Inspector General the special reason for which the original transfer was made.

14. Police to escort prisoners

- i. The responsibility of escorting prisoners rests with the police. The Superintendent of the prison shall endeavour to make such transfers in batches.
- ii. Prisoners shall be dispatched so as not to reach the prison of destination on a recognized holiday. If such a contingency is likely to arise due to unavoidable circumstances, the Superintendent of the transferring prison shall forward a written request to the Superintendent of the receiving prison. The Superintendent of the receiving prison shall not decline such admission on holidays, even in the absence of any such request, but shall notify the Director/ Inspector General of such irregularity
- iii. The authorities of the transferring prison shall, as far as possible, avoid sending prisoners of different categories in the same batch. However, if circumstances make this unavoidable, they shall give clear instructions to the officer in charge of the escort to prohibit intermingling of such prisoners and communication amongst them.

15. Application for escort

- i. When prisoners are to be transferred, the Superintendent shall apply to the District Superintendent of Police sufficiently in advance, for the requisite armed guard, intimating the number of prisoners and the date and hour of their intended dispatch and the station they are being transferred to.
- ii. It shall be the responsibility of the police to provide escort to ensure safe custody of the prisoners. In case the police are of the opinion that handcuffing of any of the prisoners is necessary for his safe custody, the prior permission of the court shall be obtained.

16. Precautionary measures

- i. The full details of the following categories of prisoners shall be supplied to the escort party by the Superintendent of the transferring prison, namely:
 - a. Prisoners with sentence of five years and above.
 - b. Prisoners whose conduct in prison is bad or who have been found to be dangerous.
 - c. Prisoners involved in heinous offences.
 - d. Prisoners sentenced under Section 224 (Indian Penal Code, 1860) and those who are known to have escaped or have attempted to escape in the past.
 - e. Prisoners who are members of a criminal gang; and
 - f. Prisoners who are facing charges under sedition, the Explosives Act or other similar Acts.

- ii. The District Magistrate, Superintendent of Police and the Superintendent of the prison to which the prisoner is being transferred shall be informed in advance when prisoners likely to attract public attention and cause a stir are being transferred.

17. Provision of female police constables

When a female prisoner is transferred, a Woman Police Constable shall accompany her. However, this does not relieve the police of the responsibility for the safe custody of the prisoner in transit.

18. Intimation to be given of transferred prisoners

The Superintendent shall provide to the officer in charge of the escort, a memorandum showing the number of prisoners being dispatched, their state of health, the route they are to take and the date of dispatch. He shall also send all these details to the Superintendent of the receiving prison, along with the probable date of their arrival, well in advance.

19. Convict facing trial in a court outside the state

A convict facing trial in a court outside the state shall be transferred to a jail in the same district and State in which the court is located. While transferring such prisoners, the Superintendent must specifically mention in the letter that the convict is to be sent back to the forwarding prison after the disposal of the case/s against him in a court outside the State, to undergo the remaining sentence in that prison.

20. Procedure to be followed prior to transfer

- i. The Superintendent shall, before transferring a prisoner, verify all the entries regarding him and certify on the back of the warrant, the number and date of the order directing the transfer and the date of transfer.
- ii. When the Superintendent receives a warrant from a Court outside the State for production of a prisoner against whom case/ cases are pending investigation or trial in Meghalaya, the prisoner shall be produced before the concerned Court outside the state, only after obtaining the permission of the concerned trial Court in Meghalaya. If the accused is not produced before the concerned Court outside the state, the reasons for non-production shall be immediately conveyed to the concerned Court with a request for intimation of the next date of hearing and whether the prisoner is still required to be detained or has been granted bail. A prisoner brought from a Court outside the state should be produced before the concerned Court in Meghalaya before he is admitted in the prison.
- (iii) After the conclusion of the case/ cases against a prisoner in the State or on his release on bail or conviction, it shall be the duty of the Superintendent to transfer him immediately to the Superintendent of the prison in the area where the concerned Court before which the prisoner is to be produced or stand trial, is located. While transferring the prisoner, the Superintendent shall also intimate the concerned Court whether the accused has been convicted, acquitted or granted bail in the case/ cases against him in the State.

21. Despatch of a prisoner's property

On the transfer of a prisoner, the Deputy Superintendent of the dispatching prison shall get a list of the prisoner's property as entered in the relevant Register, prepared in triplicate. The duplicate and triplicate copies, the form signed by the Deputy Superintendent of the dispatching prison and the property, shall be given to the officer in charge of the escort, who shall sign on the counterfoil as a token of receipt of the property. These are to be handed over to the receiving prison where the duplicate copy shall be retained and filed. The triplicate copy shall be signed by the Deputy Superintendent of the receiving prison and handed over to the officer in charge of the escort.

Immediate notice shall be given to the Superintendent of the dispatching prison if discrepancies in the record of the prisoner's property are detected. The Superintendent of the dispatching prison shall conduct an enquiry into the matter and its outcome intimated to the authority of the receiving prison, for intimation to the prisoner.

22. Diet of prisoners removed from prison

- i. The Director/ Inspector General shall, from time to time, fix the scale of diet for prisoners removed under these rules and the officer-in-charge of the escort shall ensure that such prisoner is given a diet in accordance with such scale.
- ii. Where the court in which evidence is to be given, is situated at the same station as the prison from which the prisoner is removed, the officer-in charge of the prison shall supply the prisoner's food.
- iii. When the court is situated outside the district or state, the estimated cost of the prisoner's diet shall be paid to the Officer-in-charge of the police escort by the Officer-in-charge of the prison at the rate fixed by the Government.

23. Duty of the escorting officer

- i. The officer in charge of the escort shall see that prisoners do not communicate with outsiders and have no opportunity of obtaining forbidden articles, including cash, from their friends or relatives while in transit.
- ii. During the transit, the prisoner shall not be allowed to handle any cash, jewellery or other private property, except his private clothing.

24. Breach or neglect of duty

If any breach or neglect of duty on the part of the officer in charge of the escort is noticed, the Superintendent of the receiving prison shall send a report to the Director/ Inspector General.

25. Precautions to be taken while in transit

- i. Prisoners in transit shall not be admitted into Central Prisons.
- ii. They may however be admitted to a transit yard if such a facility is attached to a Central Prison, for the purpose.
- iii. During transit, females and young offenders shall be separated from adult male prisoners.

- iv. Prisoners shall be searched daily by the officer in charge of the escort, during transit, and female prisoners shall be searched by female staff only.
- v. Prisoners shall ordinarily be transferred by rail where facilities for travel by rail exist.
- vi. When prisoners are to be transferred by rail, advance notice shall be given to the police of the intended date and hour of dispatch so that suitable arrangements can be made with the railway authorities for their safe custody in transit and for the provision of necessary accommodation.
- vii. The fares of prisoners and of the escorting team shall be paid by the Department of Prisons and Correctional Services.
- viii. The escort party shall provide the necessary conveyance, even for short distances, if the transfer is made by road, in which case, the police shall chalk out the route and places of halt, in advance, taking into consideration the safety and security of the prisoners.
- ix. Accidents on transit should be promptly intimated to the Superintendent of the prison from where the prisoner has been moved.
- x. If, during such transfer by road a prisoner becomes so ill as to be unable to continue the journey, he shall be taken to the nearest hospital or public dispensary, for treatment.
- xi. A report of the circumstances shall immediately be made by the officer in charge of the escort team to the Superintendents of the dispatching prison and the receiving prison.

26. Transfer of prisoners of exceptionally dangerous character

- i. Prisoners of exceptionally dangerous character, who require extra vigilance for their safe custody, shall be conveyed in 'prison vans' only. Electronic monitors/ GPS/ Trackers shall be installed in the prison van.
- ii. If a prison van is not available, alternative mode of secure transportation may be provided by the District Superintendent of Police, on written requisition by the Superintendent of the prison.

27. Procedure in case of death of a prisoner in transit

- i. When a prisoner dies in transit, the officer in charge of the escort shall at once report the circumstances to the nearest police station, which in turn, will inform the District & Sessions Judge of the concerned district. The Director/ Inspector General shall make arrangement for the disposal of the dead body.
- ii. The officer in charge of the escort shall also intimate the death to the Superintendents of the dispatching prison and the receiving prison, immediately. The Superintendent of the dispatching prison shall inform the deceased prisoner's relatives and the Government and Human Rights Commissions through the Director/ Inspector General.

28. Procedure in case of an escape of a prisoner in transit

- i. Escape of a prisoner in transit shall be intimated at once by the officer in charge of the escort to the nearest police station, to enable them to take steps for the re-capture of the prisoner.
- ii. The Superintendents of the dispatching prison and the receiving prison shall also be informed of the escape, and the former shall take measures for the prisoner's re-capture.
- iii. On re-capture, such a prisoner shall be sent to the prison from where he was being transferred.

- iv. A report of the re-capture of a prisoner shall be given to the Director/ Inspector General and to the Superintendent of the prison where the prisoner was to be transferred.

29. Admission of transferred prisoners

- i. On arrival at the receiving prison, the usual procedure for the admission of prisoners shall be followed.
- ii. The Superintendent shall satisfy himself that the correct number of prisoners has been received and that they have been properly fed and cared for during transit.
- iii. The authorized prison officer of the receiving prison shall verify the documents and property sent with the prisoner, before countersigning the documents. The triplicate copy of the list of the prisoner's property shall also be signed and returned to the dispatching prison.

30. Adjustment of expenses

With the exception of expenditure incurred by the police escort, all expenses connected with the transfer of prisoners shall be borne by the Department of Prisons and Correctional Services. The Director/ Inspector General should make budget provisions for such expenditure.

31. Facilities in letter writing

Special facilities for writing letters to family, before and after the transfer, may be extended to prisoners at the discretion of the Superintendent of the prison.

32. Action when a transfer order cannot be carried out

If an order for the transfer of any prisoner cannot be given effect to, owing to illness, release on appeal or other causes, the Superintendent shall give written information of the reasons for the same, to the Director/ Inspector General.

CHAPTER – XXVII

RELEASE OF PRISONERS

1. The Superintendent shall ensure that no prisoner is detained in the prison beyond the period of custody ordered by the court. The warrants of all convicts, whose release is due, shall be examined on the 15th day of the preceding month, to ascertain their correctness.

2. Procedure for the release of prisoners

- i. All prisoners shall be released by the Deputy Superintendent.
- ii. The remission sheet of convicted prisoners should be signed by the Superintendent before the remission is given effect to by their release.
- iii. On the day of release, the prisoner's state of health and weight shall be recorded by the Medical Officer in the concerned Register and the prisoner's personal marks of identification shall be duly verified by the Deputy Superintendent.

- iv. The Deputy Superintendent shall compare the entries in the warrant with those in the register and shall satisfy himself that they match and that the sentence passed on the prisoner has been duly executed. He shall then, sign the endorsement for release on the warrant, and in the case of convicts, certify to the completion of the sentence and the date of release, and shall affix his initials together with the date in the proper column in the Convict Register. The Deputy Superintendent shall record the address/ place at which the convict intends to reside after his release, which shall be notified to the concerned court together with information on the manner in which the sentence was executed.
- v. The Deputy Superintendent shall satisfy himself on the genuineness of the release warrant by comparing all the particulars in the release warrant with those entered in the Admission Register/ Custody Warrant. The seal of the court and the full signature of the presiding officer must be checked before release.
- vi. Release orders and bail bonds will be sent through post or through the peon of the court. Such documents delivered by any private person should not be accepted at the prison office. Prompt action should be taken on receipt of a bail bond or release order.
- vii. An under trial prisoner should be released on the same day of the receipt of the bail bond or release order.
- viii. In case of a release on appeal, payment of fine, furnishing surety or bail, etc., the Deputy Superintendent shall release the prisoner as soon as the order of the court is delivered at the prison.
- ix. Undue delay in the release of a prisoner shall be reported to the Director/ Inspector General by the Superintendent. An enquiry shall be held in every such case and responsibility fixed for over-detention of the prisoner. It should be ensured that the personal liberty of a prisoner is respected and any violation should be viewed very seriously. Departmental proceedings should be instituted against the official found responsible for such violation.

3. Warrant of release of a transferred prisoner

On receipt of a warrant for the release of a prisoner who has been transferred to another prison, such warrant shall be returned to the court concerned with the details of the prison to which the prisoner has been transferred.

4. Time of release of prisoners

- i. No prisoner shall be released after the hour of lock-up for the night and before lock-out, on any day.
- ii. Every prisoner, whose release has been ordered by a competent court, shall be released on the same day.
- iii. Every prisoner whose release has been ordered by a competent court and whose order of release is received by 7:00 p.m. shall be released on the same day.

5. When the date of release falls on a prison holiday

If the date on which any prisoner is to be released happens to be a prison holiday, such prisoner shall be released a day earlier.

Provided that this rule shall not apply to:

- i. Prisoners sentenced to two days' imprisonment.
- ii. Prisoners undergoing sentence in default of payment of fine.

6. Return of a prisoner's property on release

- i. At the time of release, the Superintendent shall deliver or cause to be delivered to the prisoner all money and other property (if any) belonging to him. An acknowledgment of the receipt of the money and other property (if any), shall be obtained from him in the admission register.
- ii. If the prisoner cannot write, he shall be called upon to state, whether he has or has not received all money and the property belonging to him and, if not, what articles, or their value, have not been delivered to him.
- iii. If any part of a prisoner's money or other property is not delivered to him, a note of the fact shall be made against the item not delivered, in the list attached to his warrant and the Superintendent shall decide whether any and, if so, what compensation is to be granted to the prisoner in respect thereof and shall pay such compensation or cause it to be paid to him, accordingly.
- iv. The compensation for money or other property lost, while in the custody of any officer of the prison, shall be paid at the expense of the officer responsible for such loss.

7. Conditions under which clothing may be supplied to the prisoner

At the time of release, every prisoner is required to return the bedding, clothing and other articles issued by the prison. Every prisoner whose clothing has been destroyed or is inadequate in terms of health requirements or decency, shall be supplied such clothing as the Superintendent may consider necessary and suitable, upon release, at the expense of the Government.

8. Release on the direction of the Court

If the warrant of a court directs that the prisoner shall be released on bail or on his own personal bond and there is intimation in writing that such bail or bond has been duly furnished, such prisoner will be set at liberty, in accordance with the terms thereof, by the prison authorities.

9. Execution of a Bond

- i. Execution of the personal bond of a prisoner on the orders of the Court, shall be attested by the Deputy Superintendent. The prisoner shall thereafter be set at liberty by the prison authorities and the personal bond sent back to the concerned Court for record.
- ii. If the Court directs that a prisoner be released on a bond to be furnished with surety to the satisfaction of the Superintendent of the prison, the surety and the bond should be drawn up in

the office of the Superintendent, accepted by the Superintendent and thereafter, the prisoner shall be set at liberty. The surety and personal bond shall be returned to the concerned Court.

10. Return of the warrant

- i. On the release of a prisoner on bail or upon the expiry of his sentence, his warrant shall be returned to the court which issued it, with an endorsement showing the date and cause of release and the date on which the warrant is returned.
- ii. The warrant of every prisoner who dies in prison, shall be returned to the concerned court.
- iii. If any prisoner is required to undergo two or more sentences under separate warrants, each such warrant shall be returned to the concerned court as soon as the sentence to which it relates, has been executed.
- iv. Warrants of commitment of prisoners sentenced by Court Martial, should be sent to the officer of Commanding Unit after the sentence has been executed.
- v. Warrants of commitment of escaped prisoners who have not been re-captured, shall be returned to the concerned court after a period of ten years from the date of escape.

11. Return of the warrant of a prisoner who has been granted bail

When a prisoner has been granted bail pending the hearing of his appeal, the original warrant of commitment shall be returned by the prison authorities to the court which issued it, with the request that it be forwarded to the Appellate Court.

12. Terminally ill prisoners

Cases of terminally ill prisoners shall be forwarded by the Medical Officer to the Superintendent with complete details, who shall immediately send a report to the Director/ Inspector General in the prescribed form with his own recommendations, for submission to the Government.

13. Serious illness of an under-trial prisoner

Whenever the Medical Officer in charge of a prison considers that an under trial prisoner is seriously ill and the illness has not been caused or aggravated by the prisoner himself but will be aggravated by his further custody, and that the prisoner has a reasonable chance of recovery if released, the Superintendent shall bring the matter to the notice of the concerned court for his release on bail, if legally permissible.

14. Action to be taken when an under-trial prisoner's release is ordered by a local court

- i. If the release of an under-trial prisoner has been ordered by a local court but a warrant of production is also received from an outside court, the Superintendent shall cause the under-trial prisoner to be produced before such court after getting the approval from the local Court/ Magistrate concerned.

- ii. If the warrant expires as the prisoner could not be produced before a court outside the local limits for various reasons duly informed to the concerned court, the approval of the Court/ Magistrate will be sought for his further production.

15. List of prisoners ordered to be released

- i. The Superintendent shall compile a list of prisoners whose release on bail has been ordered but who are unable to furnish surety even after a period of two months from the date of the order, and send it to the District & Sessions Judge or the trial court as the case may be, for review and further orders.
- ii. If a prisoner is not released from the prison despite court orders because of inaccuracy of particulars in the release warrant, the matter should be immediately reported to the concerned court for necessary clarification.
- iii. Monthly statements of such cases shall be submitted to the District and Sessions Judge for orders and directions.

CHAPTER – XXVIII MENTAL HEALTH

1. Mental illness

The term ‘mental illness’ used interchangeably with the terms ‘psychiatric disorder’ or ‘unsoundness of mind’ includes:

- i. Psychosis.
- ii. Mental Retardation (IQ below 70).
- iii. Severe incapacitating neurosis, when so certified by a psychiatrist or a medical officer with training in psychiatry.
- iv. Mental condition associated with the abuse of alcohol and drugs.
- v. A substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life.

2. Mental healthcare

- i. Mental healthcare includes analysis and diagnosis of a person’s mental condition and treatment, as well as the care and rehabilitation of such person.
- ii. Mental Health Unit includes any health establishment situated either wholly or partly within the prison premises, meant for the permanent or temporary care, treatment, convalescence and rehabilitation of persons with mental illness.

3. Confinement of prisoners with mental illness

- i. A prisoner with mental illness found to be dangerous, noisy or filthy in his habits, shall be confined in a cell under strict and continuous supervision.

- ii. Prisoners with mental illness excluding those described above and those who have become insane, may, in the discretion of the Medical Officer in charge, be detained in the prison hospital or ward or forwarded to the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong, or any other Government hospital for treatment.
- iii. The Superintendent, in consultation with the Medical Officer in charge and the prison psychiatrist, shall devise a behavioural therapy programme conducive to the prisoner with mental illness.

4. Report on a prisoner who becomes mentally ill

If a convicted prisoner becomes mentally ill, the case shall be reported to the Director/ Inspector General for his removal to the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong or any other Government Hospital. With this report the following documents shall be forwarded:

- i. a descriptive roll of the prisoner;
- ii. Medical Certificate.

Provided that, the convict may be sent for OPD treatment in any Government Hospital including the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong, with the approval of the Superintendent.

5. Transfer to the hospital

On receipt of an order from the Government for the removal of a convicted prisoner with mental illness, the Superintendent shall send the prisoner to the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong, or any other Government Hospital, along with the following documents:

- i. the Government order directing the transfer;
- ii. descriptive roll of the prisoner;
- iii. Medical certificate;
- iv. property, if any.

Note: The prisoner shall not be transferred unless the Medical Officer in charge certifies that the prisoner is medically fit to undertake the journey.

6. Transfer in urgent cases

In urgent cases, when a prisoner's conduct and habits could possibly indicate mental illness, the Superintendent may, with the previous consent of the Medical Superintendent of the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong or any other Government Hospital, transfer such prisoner to the Institute or hospital, without waiting for the permission from the Court or the Government. In such cases, the order from the Court or the Government should be forwarded to the Institute or hospital as soon as it is received.

7. Time spent in hospital to count as sentence

The time spent by a mentally ill prisoner in the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong or any other Government Hospital shall be reckoned as sentence undergone. A prisoner who is detected with mental illness immediately before the expiry of the sentence shall be handed over to family or friends on the expiry of his sentence, failing which, he may be sent to the Meghalaya Institute of Mental Health and Neuro Sciences (MIMHANS) Shillong or any other Government Hospital for treatment.

8. Treatment of a mentally ill prisoner on return to the prison

A mentally ill prisoner who returns to prison after treatment and recovery shall only be given labour with such concessions as the Medical Officer of the prison may consider safe.

9. Facilities in the prison

Prisoners with mental illness shall be given the same diet, clothing and bedding as the other prisoners, except when a special diet or clothing and bedding is recommended.

10. Facilities in the Mental Health Unit

The prison hospital should be equipped with the minimum support facilities to provide emergency care for the mentally ill prisoners.

11. Rehabilitation, recreation and other forms of therapy

- i. The Mental Health Rehabilitation Centre in the prison shall provide adequate facilities for the recreation and rehabilitation of the inmate.
- ii. Counselling services, Behaviour therapy and Occupational therapy shall be provided for prisoners with mental illness.

CHAPTER – XXIX TERMINALLY ILL PRISONERS (TIPs)

1. “Terminal illness” is a medical term to describe an active and progressive illness that cannot be cured or treated, resulting in the death of the patient, e.g. cancer, advanced heart disease, renal failure, etc. Patients with terminal illness have specific medical needs besides the need for special counselling and spiritual support. These are further intensified in the isolated environment of a prison, where medical and psychological care could often be lacking. All possible medical and legal measures must be taken up to enable TIPs to live the remaining part of their lives with dignity, in peace and in the close vicinity of their family members and close friends.

2. Identification and care

- i. The specific medical needs of each TIP must be identified for making available, reasonable medical care and aid to the prisoner.
- ii. TIPs also require adequate and timely legal representation at various stages of their trial before the Courts, including conviction. Provisions for non-custodial measures and alternatives to

imprisonment may also be pleaded before the Court if the TIPs do not pose any risk to the society.

- iii. Many TIPs, especially those in an advanced stage of the terminal illness, may have been abandoned by their families or may have family links disrupted. Special assistance must be given to such prisoners to access free legal aid provided by the Government, particularly with regard to bail, suspension of the sentence on compassionate grounds and their right to proper medical care in the prison.
- iv. The Superintendent must bring to the notice of the Trial Court the medical condition of the TIP concerned for expeditious disposal of the case or their applications for bail.
- v. Cases of such TIPs should be placed before the Judges of District Courts or higher Courts during their inspections or visits to the prison, for review of their cases if deemed proper.
- vi. As the correctional needs of such prisoners are different, they should be placed as close as possible to their homes, to enable regular visits from their family members and friends.
- vii. The co-operation of community health care services, NGOs and civil society must also be sought and facilitated to ensure proper care of TIPs in the prison and continuity of care following their release from the prison.
- viii. All TIPs should be given the same facilities irrespective of their nationality or the severity of their offence.
- ix. The cases of convicted foreign TIPs must be taken up with the Government, through the Director/ Inspector General, for their repatriation.
- x. The cases of foreign TIPs who are undergoing or awaiting trial, should be taken up with the respective trial Courts on priority, for their disposal.

CHAPTER – XXX **DIFFERENTLY ABLED PRISONERS**

1. ‘Disability’ for the purpose of this chapter means;

- i. blindness
- ii. low vision
- iii. hearing impairment
- iv. loco motor disability
- v. other disability as recognized by the Government from time to time

2. Admission and maintenance of records

- i. Upon admission, the Medical Officer in charge shall examine the prisoner with disability and recommend or prescribe the living conditions and sleeping arrangements for such prisoner, or any other medicines, medical aid, help and support required.
- ii. The Superintendent shall maintain the records of prisoners with disabilities and enter all the necessary information regarding their disability on the history ticket.

3. Facilities and protection

- i. The Superintendent shall ensure that the sleeping, toilet and other facilities provided to prisoners with disability, are those prescribed by the Medical Officer of the prison. The Superintendent shall take all measures to protect prisoners with disabilities from being subjected to torture, cruel, inhuman or degrading treatment.
- ii. Measures shall also be taken to protect prisoners with disabilities from all forms of abuse, violence and exploitation, and to prevent the same. All incidents of abuse, violence and exploitation shall be taken cognizance of promptly and necessary action taken to address them, including the rehabilitation of the victims of the incidents.

4. Education, recreation and skill development

- i. The Superintendent shall without discrimination, provide prisoners with disabilities equal access to education and opportunities for sports and recreation activities.
- ii. The Superintendent shall provide the necessary support for individuals or groups, in an environment that maximises academic and social development, consistent with the goal of full inclusion.
- iii. The Superintendent shall get trained professionals and support staff qualified in sign language and Braille for visual and hearing impaired prisoners to assist them in their rehabilitation.
- iv. The Superintendent shall provide skill development and vocational training so that they are capable of self-employment post their release.
- v. The Superintendent shall provide adequate support, equipment and facilities for their specific training. Arrangements shall also be made for exclusive skill training programmes with active market links, for those with developmental, intellectual, multiple disabilities and autism.

5. Library

The prison library should contain books printed in Braille, books with large print and audio facilities for the learning and education of the visually impaired.

CHAPTER – XXXI CORRECTIONAL WING

1. The most important factor for a prisoner's re-integration into society after his release is economic rehabilitation. Therefore, training of prisoners in various vocational skills should be imparted in the prison. These training programmes provide opportunities for the inmates to engage themselves in fruitful pursuits during the term of their sentence in the prison.

Vocational training may be imparted on the following trades that ensure employability;

- i. carpentry
- ii. masonry

- iii. tailoring and embroidery
- iv. plumbing
- v. baking, pickling, jam making
- vi. production of leather goods including foot wear
- vii. data entry operation
- viii. typing and desktop printing,
- ix. beauty care
- x. production of soft toys
- xi. wheel chair refurbishing
- xii. instruction in physical exercise and yoga
- xiii. mobile phone repairing
- xiv. furniture and handicrafts including paper products
- xv. cultivation of fruits and vegetables

RECIDIVISM

2. Definition

- a. Recidivism is a term used to mean people who repeat the same crimes. A person convicted of robbery who again commits robbery after release from prison is termed as a recidivist.
- b. A recidivist is often anti-social, aggressive and indifferent to the well being of others. These are persons who have embraced crime as a mode of life.
- c. There are apparently fewer chances of rehabilitation of such offenders as their commission of crimes is deliberate and calculated. In their case, imprisonment is the only way to prevent them from repeating crimes.

EDUCATION OF PRISONERS

- 3. There is a need to provide prisoners with adequate educational opportunities in order to enable them to lead law-abiding and self-supporting lives on their release from prison.

4. Objectives

- i. The main objective of educational programmes in prisons is to instill in prisoners a sense of confidence, to help them develop social skills and responsibility and sensitivity, and to foster habits and attitudes necessary for adjustment to living in a community.
- ii. The educational programmes in a prison will be comprehensive and will aim at:
 - a. Providing opportunities to illiterate inmates to achieve a certain level of education,
 - b. Extending facilities to literate inmates to advance their educational standards,

- c. Developing an understanding of the duties and obligations of citizens, including social consciousness and a sense of social responsibility,
- d. Improving attitudes towards society to enable the prisoners to adjust to life when they are released,
- e. Developing conviction among the inmates that a criminal way of life should be abandoned in favour of the advantages of a law abiding life, and
- f. Sustaining interest in them for self-improvement.

5. Planning

- i. Adequately trained educational staff oriented through special training courses to implement correctional policies, programmes and methods, and minimum facilities like class rooms and libraries should be provided in every prison.
- ii. Education of illiterate prisoners shall be compulsory. Correctional Services will pay special attention to educational programs.
- iii. Because of wide variation in intelligence levels and individual interests of inmates, it is essential to organize diverse educational programmes to meet everyone's needs.
- iv. Educational activities should be developed in conjunction with the overall programme.
- v. As far as practicable, the education of prisoners shall be integrated with the educational system of the State so that after their release they may continue their education without difficulty. These programmes should be related to after-care programmes.
- vi. Education should be organized:
 - a. for the illiterate inmates;
 - b. for the intermediates;
 - c. for advanced education;
- vii. Non-Governmental Organizations should be extensively involved in the educational programmes.
- viii. The educational programme should consist of:
 - a. Physical education including yoga and education in health/ hygiene,
 - b. Academic education including language classes,
 - c. Social education,
 - d. Vocational education,
 - e. Moral and spiritual education,
 - f. Cultural education,
 - g. Computer education,
 - h. Legal education/ awareness.

- ix. Prisoners should be classified on the basis of their academic/ educational qualifications and their aptitude for further learning at the time of admission in the prison.
- x. It should be made compulsory for each prisoner to sit in educational classes, arranged as per their qualification, for at least two hours in the day, preferably in the morning hours.
- xi. The quantum of time to be devoted for academic education, vocational education and work for each inmate, should be decided.
- xii. The help of educated prisoners should be taken for carrying out educational programmes, in addition to help from regularly employed teachers and NGOs.
- xiii. A booklet should be prepared in the local languages, Hindi and English which would highlight the various educational programmes carried out in the prison.
- xiv. Young offenders must be mandatorily given education in the institutions where they are incarcerated. Education should be provided for primary, secondary and senior secondary levels.
- xv. The prisoners who pass various examinations should be given certificates in a special function as are given to students in regular schools. Care should be taken to ensure that there is no mention of the young offender's imprisonment on such certificates.

6. Education for Short Term prisoners

Educational classes for under trial prisoners and prisoners sentenced to short term imprisonment could be organized in the yard/ enclosures where such prisoners are kept. This would facilitate better organization of regular classes for the other prisoners who are required to undertake educational programmes on a short, medium or long term basis.

7. Personnel and equipment

- i. Inmates who are educated and whose conduct has been good, should be given training in imparting education to others. These trained inmates should assist the regular teachers in organizing diversified educational programmes and given wages/ honorarium for their assistance.
- ii. Materials for education like books, stationery, writing material, furniture, etc., should be provided at Government cost.
- iii. In each prison, a building should be earmarked/ constructed for educational activities. The educational programmes should be conducted in accordance with the minimum standards as fixed by the Education Department of the State.
- iv. The Director/ Inspector General should take the initiative to move the Government for setting up study/ examination centers of the Indira Gandhi National Open University/ other universities, in every Central/ District Prison.
- v. Audio-visual equipment should be used for educational purposes.

8. Curriculum

- i. The curriculum should be drawn up in line with the educational programmes of educational institutions. It should be planned in such a way as to synchronize with the term of sentence of the inmates.
- ii. Educational schedules and time tables should be drawn to fit within the overall programme of the prison.

9. Tests and examinations

- i. At the end of each educational term, inmates should be given tests and examinations to be conducted inside the prison by the Education Department/ Universities, etc., as the case may be.
- ii. No fees, including the examination fee, should be charged from students appearing in various examinations.
- iii. Brilliant students should be recommended to the Education Department and other agencies for scholarship.
- iv. The Director/ Inspector General will liaise with the Department of Education/ IGNOU/ other universities and approved educational institutions for educational material and other kinds of assistance.

10. Library

- i. Books in the library should cater to the needs of different educational standards, satisfaction of intellectual needs and development of knowledge of the inmates.
- ii. The prison library shall be properly equipped with books, magazines, and newspapers for issue to the prisoners, who should be encouraged to develop reading habits.
- iii. A librarian should be employed for the management of books and other reading material. The help of educated prisoners could also be obtained, under the supervision of the librarian, to run the library. The librarian shall arrange for and make available, books on various subjects for the prisoners.
- iv. Donation of books by NGOs should be encouraged and welcomed.
- v. Public and Government schools should be encouraged to adopt the educational programmes in the prison.
- vi. A digitalized library with e-learning materials may also be provided, to the extent possible.
- vii. The study material in the prison library shall be scrutinized/ screened by the Superintendent so that only the material for the educational, social, moral, cultural and spiritual development/ upliftment of prisoners is available to them.

11. Prison publications

There should be a monthly/ quarterly publication for the dissemination of information to the inmates. Such publications shall also contain articles, poems, write ups, etc., contributed by the prisoners and highlight their achievements in education, sports and other activities.

12. Constitution of the editorial board

There shall be an independent screening committee for screening the contents of materials to be kept in the library, preferably headed by a person with experience in journalism.

13. Accountability

- i. The proper implementation of the educational programme should be one of the primary responsibilities of the Superintendent and other prison personnel.
- ii. The success and/ or failure of the programme and the extent of educational activities in each prison should be one of the major yardsticks to evaluate the performance of the Prison officers through their Annual Confidential Report.

CHAPTER – XXXII VOCATIONAL TRAINING AND SKILL DEVELOPMENT

1. Vocational training and skill development programmes are essential to the correctional service in prison. Vocational training programmes in trades and occupations that offer scope for self-employment should be organized in the Central and District prisons for employable convicts and under trial prisoners who volunteer for such training.

2. Objectives

- i. Imparting work-skills, discipline and work culture among prisoners;
- ii. Developing the right attitude towards work, dignity of labour and building focus and concentration;
- iii. Promoting the physical and mental well-being of prisoners, development of the mind and a spirit of co-operation as well as a sense of group adaptation;
- iv. Awakening self-worth, self-confidence and self-reliance in prisoners;
- v. Training prisoners for smooth social re-adjustment and rehabilitation;
- vi. Keeping prisoners usefully employed in productive work;
- vii. Preventing disorder amongst prisoners;
- viii. Maintaining a high level of morale amongst them towards a positive life.

3. Policy of the Government

- i. The Director/ Inspector General should ensure that the employment and production policy in prison is designed to cater to the needs of prisoners from both rural and urban areas.

- ii. The policy should emphasise on the impartation of skills and training that ensure employment or self employment once the prisoner is released from prison.

4. Board to oversee the skill development and vocational training programmes

The Government may set up a Board to oversee the Skill Development and Vocational Training Programme under the Director/ Inspector General with the following aims and objectives:

- i. Plan and implement programmes of skill development and vocational training;
- ii. Arrange funds required to run such programmes;
- iii. Fix a policy of production, marketing, sale, profit margin, etc.;
- iv. Examine the economic aspects of the skill development programmes;
- v. Put the prison skill development programmes on sound commercial footing;
- vi. Ensure co-ordination with various bodies and Government Departments;
- vii. Evaluate the performance of the skill development programmes at every prison;
- viii. Introduce practices and procedures of modern management of production including the promotion of marketing strategies such as on-line marketing, etc.;
- ix. Guide, supervise, direct and control all matters relating to institutional skill development programmes and vocational training;
- x. Organize workshops on subjects such as marketing, after-care homes for discharged prisoners etc.

5. Marketing

- i. The Board should study the market demand of goods produced in the prison.
- ii. The Board will tie-up with Government Departments, semi-government departments, co-operatives and public undertakings for the supply of articles produced in the prison industry.
- iii. Clear guidelines for the purchase of raw material, consumable articles, tools and equipment should be laid down from time to time.
- iv. Products manufactured in the prison should be varied/ changed depending on market trends and demands.
- v. Catalogues of standardized products of prison industries should be prepared for securing orders for various production units from the market.
- vi. Technical supervision should be improved and a system of quality control introduced at every stage of production, so that market competitiveness can be maintained. The percentage of profit should not be the motive for production by prison industries.

6. Personnel and expenditure for vocational training

- i. The prison should have adequate skilled trainers, properly equipped with training aids and classrooms to suit the training needs of prisoners.
- ii. The assistance of local Industrial Training Institutes can be obtained for training purposes.
- iii. The prison should organize homogeneous groups in time schedules for projects and training.
- iv. The cost incurred in the training projects, expenditure on staff, equipment and material, should be treated as essential investment for the purpose of training and resettlement of offenders. The expenditure should be projected in the Budget estimate of the Department.
- v. Special emphasis should be given to vocational training of young offenders, young adult offenders, and others who may derive benefit from the training projects.
- vi. Prison authorities should take suitable measures for the engagement of qualified technical personnel in adequate numbers in every production unit and for every programme of vocational training.

7. Types of vocational training programmes

- i. Vocational training programmes should be designed to suit the needs of prisoners sentenced to short, medium and long term imprisonment.
- ii. Prisoners sentenced to medium and long terms of imprisonment should be given training in multiple skills so that they are able to compete in the labour market outside prison.
- iii. Prisoners sentenced to less than one year of imprisonment should be employed in prison maintenance services, gardening, work-centers and work camps and paid suitable wages for their work.
- iv. Prisoners sentenced to imprisonment for one year or more should be employed in production units in prisons.

8. Co-ordination and linkages

Active linkages should be established by the Director/ Inspector General with the Department of Technical Education, Directorate of Industries (including Small Scale Industries), Industrial Training Institutes, Polytechnics and Vocational Training Institutions and other similar institutions as well as approved NGOs to develop vocational training programmes on a practical and pragmatic basis.

9. Certificate/ Diploma for qualified prisoners

On completion of vocational training courses, inmates should be examined by the concerned Department and on passing the examination, they should be awarded Certificates/ Diplomas by that Department.

10. Incentive measures

As a measure of incentive, prisoners demonstrating good progress in skill development programmes and vocational trainings should be allowed to visit important public undertakings and Government owned industries.

11. Employment of trained prisoners

There should be separate vocational training programmes for convicts and UTPs. The under trial prisoners employed in the prison industry or agriculture, should be given fair and equitable remuneration on the same scale as prescribed for convicts.

12. Planning for the employment of prisoners

For planned employment of inmates, the following factors should be taken into consideration while organizing skill development programmes:

- i. Mental and physical health;
- ii. Requirements of security, custody and discipline;
- iii. Age;
- iv. Length of sentence;
- v. Inmates' skill and abilities and potential for acquiring skills;
- vi. Urban or rural background of the inmate.

13. Models for Prison Industries and Skill Development Programmes

- i. Prison industries should be organized on proved business models.
- ii. Government departments should give preference to prison products while purchasing articles for office use.
- iii. The skill development programmes should also include essential institutional maintenance services like culinary, sanitary and hygienic services, service in the prison hospital and other prison services including repairs.
- iv. Prisoners may also be employed in the service of maintenance and construction of prison buildings for which they will receive adequate remuneration or wages in accordance with the rates fixed by the Government.

14. Aspects of Skill Development Programmes

- i. Prison skill development programmes should cover subjects such as construction work, masonry, carpentry, plumbing, electrical fittings, tailoring, fabrication of ready-made garments, leather work, driving, prison services, agriculture, horticulture, dairy, poultry, floriculture, maintenance of engines, maintenance of electric pumps, automobile service and repair, cane work, basket making, pottery, book binding, typing, computer applications, handicrafts, stenography, cloth printing, embroidery, hosiery, bakery, cookery, confectionery, paper making, printing, tailoring, weaving, soap making, candle making, repair of sewing machines, food processing, sales and marketing, hair and skin care, graphic designing etc., in which, services are required by the community.
- ii. Central and State Government departments/ institutions/PSUs/NGOs may be involved in skill development programmes.

15. Time to acquire the necessary skills

Every prisoner, on being first put to any kind of work with which he is not acquainted, shall be allowed reasonable time to acquire the necessary skills, to enable him to perform the task. The task sheet of each prisoner should be correctly maintained by the technical personnel-in-charge of the production units.

16. Monitoring the progress of skill development

- i. In every case, when allotting new work, the Superintendent or subject to his control, the officer in-charge of Work or the Deputy Superintendent shall note the task the prisoner begins work on and his subsequent progress in his History Ticket.
- ii. Every inmate should be given training and work experience with the use of hand tools in different services, jobs and production units.
- iii. Every prisoner sentenced to undergo simple imprisonment who opts to labour shall ordinarily be employed for hard labour of a kind that is most suitable for him and for which he is, for the time being, physically fit to perform.
- iv. No convict shall be put to medium labour if he is fit to perform hard labour, or to light labour as long as he is fit to perform either hard or medium labour.

17. Maintenance workshop, accounts and inventory

- i. In every institution, there should be a separate and properly organized maintenance workshop to repair the machinery and equipment in time and to prevent breakdown.
- ii. Accounts and inventories should be organized and modernized.

18. Standardization of products

- i. Various products of prison industries should be standardized.
- ii. A handbook containing details of standardization and the manufacturing process of various production units should be prepared for the guidance of personnel.

19. Pricing of prison products

Prison products should be priced on a rational basis taking into account the various limitations and handicaps of a prison.

20. Showrooms

- i. Showrooms should be opened outside the prison gates and at other places, for promoting sale of products of prison industry.
- ii. A brochure should also be kept in which information is provided to the public about the products being sold, along with their rates.
- iii. Online marketing of the products of prison industry should be facilitated.
- iv. Prisoners who have been discharged and are found suitable may be employed in show rooms and prison product outlets, as far as possible.

21. Targets of production for prison industries

- i. The targets of production for each unit in a year, should be fixed in accordance with the employable inmate population and production potential of the unit.
- ii. These targets should be communicated to the respective institutions in advance.
- iii. The unit's production, according to the target, should be reviewed on a monthly basis.
- iv. It should be the responsibility of the Superintendent of the prison to meet the set targets of production without compromising on the quality of the products.

22. Wages

- i. Wages should be fair and equitable as per the rates fixed by the Labour Department, Government of Meghalaya, from time to time.
- ii. A portion of the wages payable to the prisoners should be deducted towards his general maintenance in prison (including diet, clothing and bedding) and in case of convicts, along with a portion towards the Victim Compensation Fund if ordered by the Court and other amounts in accordance with directions for this purpose, by the Government.
- iii. No undue deduction shall be made from the wages of the prisoners. The prisoner concerned should be informed of all the deductions made from his wages.
- iv. The wages should be deposited in the prisoner's savings bank account on a fixed date every month and the passbook shall be kept with the prisoner concerned. For better returns on his savings, the accumulated wages should be deposited with Government Post Offices or nationalized banks in Term/ Recurring Deposits, with the written consent of the prisoner concerned.

23. Safeguards for prisoners engaged in work

- i. Protection from heat, cold, rain, dust, smoke, fumes, gases and chemicals,
- ii. Protection from seepage and dampness,
- iii. Safe drinking water,
- iv. Urinals and latrines,
- v. Washing and bathing facilities,
- vi. First-aid facilities,
- vii. Fire extinguishers and other firefighting equipment,
- viii. Sufficient ventilation and lighting,
- ix. Safety equipment and accident prevention measures.
- x. No prisoner shall at any time, be employed by any officer of the prison or any other person for any private work or service of any kind.

- xi. Female prisoners are not to be put to work outside their enclosures but may be deployed to work in open prisons exclusively for women prisoners subject to the condition that adequate security measures are taken and no male staff are deployed.

24. Work orders from External Agencies

- i. Private parties/ industrial units may be allowed to employ prison labour inside the prison, if the requisite capacity and know-how is available.
- ii. It should be ensured that appropriate wages and other expenses are paid for by such private parties and industrial units.

25. Yearly Audit of Accounts

- i. The accounts of the production/ work unit will be systematically audited by the Government auditors for each financial year.
- ii. If required, the Director/ Inspector General may issue directions for internal audit of these accounts.

26. Agricultural, horticultural and allied activities

- i. Agriculture, horticulture, agro-based industries and other allied activities should be given high priority in the planning of skill development programmes and vocational training in correctional institutions.
- ii. The land available should be thoroughly surveyed in terms of its quality, availability and requirement of drainage, so that it is put to optimum use. The assistance of Block Development Officers, officers of the State Agriculture/ Horticulture Department and other allied agencies should be taken, in this regard.
- iii. Prisons in rural areas should have a properly fenced farm wherever land for this purpose is available.
- iv. It should be ensured that proper watering/ irrigation facilities are available at the farmland.
- v. Prisoners detailed for labour at agricultural farms should be distributed at various places in the farm by forming groups, with a leader for each group.
- vi. Guidelines should be issued by the Director/ Inspector General providing the eligibility criteria of prisoners who may be deployed on open agricultural farms.
- vii. Government subsidy available to farmers for purchase of fertilizers, equipment and electricity should also be made available to prison farms.
- viii. Adequate funds should be provided for the development of agriculture and allied activities and their accounts should be maintained separately.
- ix. Requisite security personnel should be provided at each agricultural unit and their duties and responsibilities should be clearly laid down.
- x. The farm products should be first consumed in the prison and the remainder should be sold to the Government departments and in the open market.

- xi. The efficiency of each unit should be evaluated annually in terms of the targets fixed and achieved.
- xii. The number of prisoners employed in farming activities in closed prisons shall be decided by the prison authorities as per the requirement.
- xiii. Prison personnel should be imparted training in various aspects of agricultural and allied activities.
- xiv. Installation of Bio-gas plants etc., in the prison farms, should be explored.
- xv. Measures shall be taken to develop horticulture, floriculture, cultivation of medicinal plants and similar activities.

CHAPTER – XXXIII

WELFARE OF PRISONERS

1. The Director/ Inspector General will provide welfare programmes in each prison to achieve the following objectives:
 - a. to develop a conducive atmosphere;
 - b. to attend to immediate and urgent needs of prisoners as well as their long term needs;
 - c. to help the inmates maintain regular contact with their families and communities in the outside world;
 - d. to provide individual guidance and counselling;
 - e. to encourage group activities;
 - f. to provide supportive therapy including psychotherapy.

The welfare programme should include periodical review of the progress of prisoners and their re-classification, review of sentence and eligibility for pre mature release, pre-release preparation and after-care. The Superintendent of the prison should ensure community participation of prisoners as part of welfare programmes.

2. Counselling

- i. Professionally qualified and well experienced counsellors should be engaged to provide counselling to the prisoners, particularly those suffering from substance related addictive disorders and victims of abuse.
- ii. The mental health status of a prisoner should be studied before his classification at the time of admission in the prison.
- iii. Prisoners certified as mentally ill should not ordinarily be confined in prisons and instead appropriate measures should be taken for their transfer to special institutions as per the appropriate rules.
- iv. Proper and regular evaluation of a prisoner's mental health should be done to enable the requisite psycho-social support services.

- v. Adequate psychiatric treatment should be made available for severe mental disorders and these cases should be dealt with under the provisions of the Mental Health Act, 1987 (as amended) or any other law in force at the time.

3. Guidance

Prison authorities should sensitize the prisoners to their rights, duties, entitlement, discipline and daily routine so that a prisoner may follow the 'dos' and don'ts' and maintain discipline during his confinement.

4. Recreation, sports, cultural activities, films and library

- i. Cultural and recreational activities should be organized in all institutions for the maintenance of the mental and physical health of prisoners as part of the rehabilitation programme.
- ii. Such activities should be organized taking into consideration various conditions such as security, etc., and may include:
 - a. Outdoor games like cricket, volley ball, badminton, football, basket-ball, etc.
 - b. Indoor games like chess, ludo, carrom, etc.
 - c. Film Shows: Historical, patriotic, motivational, educational, travelogues, documentaries and films on social themes.
 - d. Music programmes consisting of radio music, recorded music, group singing, folk music, instrumental music, etc.
 - e. Community and folk dances: Group and Folk dances may be organised on festivals and social occasions.
 - f. Skits and Drama: Useful social values and models of behaviour can be presented before the inmates through dramatic performances, radio plays and humorous skits on themes related to social problems. The inmates themselves can be encouraged to take part in and organize these activities.
 - g. Arts and Craft: Arts and craft can play an important role in imparting useful values to prisoners. The prisoners can maintain their individuality through these activities. Such activities can also serve as supportive therapeutic measures in the monotonous life inside a prison.
 - h. Handicrafts and art work: Prisoners can be provided with the necessary facilities for pottery and basket making, wood carving, carpentry, wood turning, leather work, knitting, embroidery, needle-work, crochet work and for making home decorations, lampshades, toys, rugs, etc.
 - i. Reading: Inmates can be encouraged to read books, newspapers and magazines. Group reading and guided reading can also be useful for them.
 - j. Television: This is the biggest entertainer for prisoners. The channels to be shown and their timings should be carefully selected by the Superintendent of the prison.
 - k. Every prison should have an annual sports/ cultural meet to which sports/ cultural groups from outside the prison could be invited for sports, games and cultural activities with the prisoners.

- l. Yoga and meditation should be practiced daily during fixed hours. Meditation centers may be opened and NGO support may be availed for this purpose. It should be ensured that discourses during meditation sessions are secular in nature.
- m. Well known personalities in the fields of art, sports, literature, culture and music should be invited to the prison as guests on various occasions, to inspire the prisoners.

5. Role of N.G.Os

- i. Approved NGOs should be extensively involved in organizing sports and cultural meets and other welfare activities.
- ii. NGOs which have a proven track record and which are known for their dedication and selfless service, should be selected for these programmes.
- iii. No member of a Welfare Agency/ NGO with a criminal record shall be associated with a prison. Vetting of Welfare Agencies/ NGOs in this regard, is important. Further, an undertaking may be obtained by the Superintendent of the prison from the Agency/ NGO.
- iv. Carefully selected inmates of good conduct should be entrusted with the responsibility of organizing these programmes. This will give the prisoners a sense of participation in the management of the prison, which is an important component of welfare and reformation.
- v. The Superintendent/ Dy. Superintendent of the prison should personally participate in the meetings held for the welfare of prisoners. The Director/ Inspector General should also participate in such meetings from time to time.

6. Celebration of festivals

- i. Independence Day, Republic Day and Mahatama Gandhi's birthday should be celebrated in each prison to inculcate a feeling of patriotism among the prisoners.
- ii. Cultural programmes should also be organized on such occasions and special food may be served to the prisoners.
- iii. The main festivals of all religions should be celebrated. Every prisoner should be encouraged to participate in these. Special treatment of any group of prisoners belonging to a particular caste or religion is strictly prohibited.

7. Spiritual development

- i. Well known personalities from all religions should be invited to teach prisoners for their moral upliftment. It should be ensured beforehand that no resentment among people of other religions is caused, by such teachings.
- ii. Assistance from approved NGOs and welfare agencies may be sought in this regard.
- iii. Every prisoner should be allowed to perform his devotions in a quiet and orderly manner. Prisoners may be permitted to gather in their respective wards for religious ceremonies.
- iv. Prisoners desiring to fast as required by their religion, shall be permitted to do so. Provided that the Medical Officer may, if he is of the opinion that the continuance of the fast by such prisoner is likely to be injurious or dangerous to his health, direct its discontinuance. Provided further, that

the Superintendent may disallow such fasts, if he is of the opinion that they undermine prison discipline.

Note: Prisoners who fast may be given meals at the appropriate time according to their religious practice.

8. Implementation of welfare activities

- i. The Superintendent shall be responsible for the smooth and orderly implementation of welfare activities in the prison.
- ii. The Superintendent shall submit quarterly reports of welfare activities being conducted in his prison to the Director/ Inspector General.
- iii. The Director/ Inspector General may also consider accessing funds available under Corporate Social Responsibility for conducting various welfare activities for inmates and prison staff.

CHAPTER – XXXIV AFTER CARE AND REHABILITATION

1. Meaning and application

- i. The after care of a prisoner means the extension of the institutional treatment programme. After-care and rehabilitation of offenders are mutually interlinked and they form an important part of their institutional care and treatment.
- ii. Every inmate leaving the prison does not need after-care and follow-up service. A large number of prisoners coming from the rural areas and agrarian and business communities are generally accepted back into their family and society at large. They require only some continued contact with their kin and some pre-release counselling to bridge the gap between their life in the prison and that in the free society.
- iii. Some prisoners resist follow-up action as they consider it a kind of surveillance on them. But the majority of inmates would welcome such programmes which help them settle in the society after their release and get themselves rehabilitated.

2. Objectives of After-Care Service

- i. Extending help, guidance, counselling, support and protection to all released prisoners, whenever necessary.
- ii. Helping a released person overcome his mental, social and economic difficulties.
- iii. Helping to remove any social stigma that may have been attached to the inmate or his family because of his incarceration.
- iv. Impressing upon the individual the need to adjust his habits, attitudes, approaches and values to a rational appreciation of social responsibilities, obligations and the requirements of community living.

- v. Helping the individual re-adjust satisfactorily with his family, neighbourhood, work group and the community.

3. Process

- i. After-care services should be extended to inmates on their release from prison, conditionally or unconditionally or on license. Prisoners who have served a minimum of five years of imprisonment shall be entitled to after-care services, though efforts should be made to provide after-care services to all prisoners who need them.
- ii. After-care problems of an individual should be addressed comprehensively and not in isolation. The social surroundings must be assessed and adequately incorporated into the after-care services.
- iii. After-care activities fall in three categories:
 - a. While the individual is under prison care and treatment
 - b. Immediately after release from the prison
 - c. Post-release period.
- iv. There should be close co-ordination between the Correctional Services and the after-care services.
- v. While devising the mechanism and extending help, special attention will be paid to the protection and post-release care and help of children, adolescents, women, the sick, old, infirm and handicapped persons.
- vi. Special emphasis should be laid on the after-care of habitual offenders, if they so request.

4. Planning

- i. After-care should be in the interest of the individual and based on his needs.
- ii. Creating interest in education and study and motivating the inmates to acquire skills and improve them.
- iii. Helping the inmates in planning and balancing their budget, while educating them on thrift and savings.
- iv. While planning post-release assistance, factors like the inmate's personality, his weaknesses and strengths, limitations and capabilities and his rehabilitation needs should be taken into consideration.
- v. The inmates' desire for post-release help should be considered on a practical and realistic basis.
- vi. The inmates should be told about the types of assistance that would best suit their needs and encouraged to plan their post-release life, as this would facilitate willing acceptance of the after-care plan.

- vii. From the time prisoners are admitted, consideration should be given to their post-release needs and they should be encouraged and assisted to maintain or establish such relations (with persons or agencies outside the institution) as may promote the best interest of their family and their own social rehabilitation. Special attention should be paid to the maintenance and improvement of relations between prisoners and their family, as are desirable in the best interest of both.

NOTE – The services of the Welfare Officers of the Social Welfare Department may be requisitioned through the Department of Social Welfare for the after-care of prisoners post their release from prison. The Welfare Officer should meet the inmate at least once a month throughout his stay in the institution.

5. Role of N.G.Os/ Industry Associations

- i. The participation of approved NGOs in the rehabilitation programmes should be encouraged. Voluntary organizations which desire to help the Government in rehabilitation programmes, should be given financial and other kinds of help.
- ii. The public should be educated about the need for rehabilitation of ex-prisoners through print and audio-visual media.
- iii. Companies that are required to spend 2% of their net profit on CSR activities under the Companies Act, 2013 should be encouraged to contribute funds towards the rehabilitation of prisoners. Appropriate steps may also be taken by the Government to facilitate tax-deductibility of donations made for this purpose, in terms of Section 80G of the Income Tax Act, 1961.

6. Scope of after-care assistance

- i. Posting the released person under the care of a person or family interested in his welfare and resettlement.
- ii. Reference to a Social Service Organization in the neighbourhood of the area where the prisoner is likely to settle after release from prison.
- iii. Assistance in continuation of education and vocational training.
- iv. Assistance in securing apprenticeship in a workshop/ technical institute/ industry/ trade.
- v. Assistance in getting employment and starting a cottage industry, trade or any small business.
- vi. Preparing the family, employer and neighbours to receive the individual after his release.
- vii. All schemes notified/ promulgated by the Government from time to time for the rehabilitation and after release assistance to prisoners will also be made available to them.

7. Legal Aid and assistance

- i. Assistance in all matters relating to the resettlement and rehabilitation of the released person.
- ii. The Welfare Officer should complete the preparatory work during the pre-release period. He should maintain all the prescribed records under the direction of the Superintendent.
- iii. The case of a released person should be followed up for a period ranging from one to five years, according to the requirement of each case, with the consent of the prisoner, after release from the institution.

- iv. The Welfare Officer shall establish follow up study through interviews or correspondence.

8. Periodic report

- i. A six-monthly report evaluating the released person's adjustment and re-settlement should be prepared by the Welfare Officer and sent to the prison where the individual had undergone sentence.
- ii. All the case files on the follow-up reports should be maintained properly by the Superintendent of the Jail for reference by the office of the Director/ Inspector General.

CHAPTER – XXXV

VISITS TO PRISONS BY INDIVIDUALS/ NGOs/ COMPANIES/ PRESS

1. No private individual/ member of the Press/ NGO/ Company should ordinarily be allowed into the prison for the purpose of conducting research, making documentaries, writing articles or producing interviews etc., except in the following circumstances, provided:
 - i. that the State Government, on the basis of the views and comments of the Director/ Inspector General, considers it worthwhile that a particular documentary/ article/ research is published for the purpose of creating positive social impact; or
 - ii. that the proposed work is related to prison reforms; or
 - iii. that the State Government itself, on the basis of the views and comments of the Director/ Inspector General, decides to invite the press/ filmmakers to cover a particular event in the premises of the prison.

2. Conditions for grant of permission

- i. The proposed visitor(s) must submit an application at least 30 days before the date of the proposed visit, to the Director/ Inspector General or to the Superintendent of the prison. Foreigners must submit such application at least 60 days prior to the date of the proposed visit.
- ii. For the purpose of publication of articles by the print media, the application may be submitted 7 days before the date of the proposed visit.
- iii. The application, if received by the Superintendent of the prison, should be sent immediately to the Director/ Inspector General, who will send the same to the Department of Prisons & Correctional Services for its permission, along with his views and comments.
- iv. If an application is submitted directly to the Department of Prisons & Correctional Services, it should seek a report from the Director/ Inspector General, before the grant of permission.
- v. In the case of applications by foreigners, the State Government is the competent authority to grant permission, after obtaining the views of the Director/ Inspector General, the local unit of the Intelligence Bureau and the State Special Branch. It may also consult the Ministry of External Affairs/ Foreigners' Division of the Ministry of Home Affairs.
- vi. In the case of applications by Indians, permission for visits to Jails for the purposes enumerated above, may be granted by the Director/ Inspector General.

- vii. While granting such permission, various guidelines of the Supreme Court (Smt. PrabhaDuttVs UOI and others AIR 1982 SC 6, SheelaVs the State of Maharashtra 1988 (1) BOM. CR 58, etc.) may be referred to.
- viii. The Superintendent will allow visitors to the prison, only after receipt of permission from the State Government or the Head of the Department.
- ix. The Superintendent shall obtain a written undertaking from the visitor, as per the attached format.
- x. The visitor shall also submit a Security Deposit of Rs.30,000/- by way of a Demand Draft/ local Bankers' Cheque in favour of the Superintendent of the concerned prison. The State Government may, however, dispense with or modify this requirement of Security Deposit for research studies by students.
- xi. Proper security check and frisking as per the prescribed standards shall be carried out before the visitor is allowed inside the visitor area of the prison.
- xii. Documentary films or interviews may only be captured on Handycam/ Camera/ Tape recorder or similar equipment required for the purpose. Tripods/ stand mounted cameras and equipment similar to such, are not to be allowed to be taken inside the prison. Similarly, mobile phones/ paper/ books/ pens etc., will not be allowed to be taken inside the prison.
- xiii. The Superintendent of the prison shall be physically present with the visitor(s) throughout their visit inside the prison and during the interviews with the inmates. In his absence, the next senior-most officer shall accompany the visitor(s).
- xiv. If the contents of the recording or interview are not in accordance with the terms and conditions laid down while permitting the same or are not in line with the application made, the Superintendent will immediately stop the recording/ interview.

3. Instructions to the Superintendent

- i. The entire recording shall be played back by the Superintendent. Any portion of the recording found to be objectionable shall be deleted.
- ii. The final version of the documentary film/ research paper/ articles/ books to be released/ published is to be submitted by the Superintendent to the State Government through the Director/ Inspector General of Prisons for the 'No Objection Certificate' for its publication/ release.
- iii. The documentary film/ research paper/ articles/ books shall not be released/ published without the 'No Objection Certificate' of the State Government.
- iv. The equipment shall be returned to the owner(s) and in any case, not later than three days from the date of deposit of the equipment with the Superintendent.
- v. In case of violation of these guidelines and the undertaking given by the visitors, the Superintendent shall forfeit the security deposit and initiate suitable legal action against the visitor(s).

- vi. These guidelines shall be applicable to all visitors, whether foreigners or Indians including companies, press, researchers, film makers, etc.

CHAPTER – XXXVI

BOARD OF VISITORS

1. The State Government shall, by notification, constitute a Board of Visitors for all the prisons in the State. Such Notification shall be valid for two years from the date of issue. Action should be initiated by the Director/ Inspector General well ahead of the expiry of the term of the Board for the constitution of a new Board.

The Board of Visitors for each District shall comprise the following members:

District Magistrate	Member
District Superintendent of Police	Member
District Medical & Health Officer	Member
Executive Engineer, PWD (Buildings).	Member
District Education Officer dealing with literacy programmes	Member
District Social Welfare Officer	Member
District Commerce & Industries Officer	Member
District Agriculture Officer	Member
District Horticulture Officer	Member
Four non-official members nominated by the District Magistrate	Members
Superintendent of the prison	Member Secretary

2. Provisions with regard to the Board of Visitors

- i. A person shall be appointed as a non –official Member for a period of two years. The same person shall not be appointed for more than one term, except when the Government considers it necessary to do so.
- ii. The Director/ Inspector General should ensure that the non-official visitors are sensitized and trained with regard to their duties and responsibilities in the Board.
- iii. The appointment of any non-official visitor may be cancelled for reasons to be recorded in writing. However, removal of non-official visitors must not be arbitrary and should be based on sound reasoning, following the principles of natural justice.
- iv. The responsibilities of the Board of Visitors are:
 - a. Monitoring the correctional work in the prisons with special attention to the quality of training and the infrastructural facilities available therein.

- b. Rendering advice with regard to activities to be undertaken by the prison administration for improving the correctional programmes.
- c. Examining individual and collective grievances of prisoners and providing redressal within the competence of the Board or rendering advice to the appropriate prison authorities for their redressal.
- v. The Board shall visit the prison(s) in its jurisdiction at least once every quarter but more frequently, if required.
- vi. The Chairman of the Board of Visitors shall draw up a roster of fortnightly visits by each visitor. The roster should be drawn up for a period of three months at a time. If, however, any member of the Board expresses a desire for weekly visits, the Chairman may make arrangements accordingly.
- vii. Barring exceptional circumstances, the Board or any of its members shall not visit the prison after lock-up or on Sundays. Visitors shall not ordinarily visit the jail on prison holidays, but if considered necessary, permission to do so may be accorded at the discretion of the Superintendent.
- viii. The Board of Visitors will not, in any manner, interfere in the administration and management of the prison. The Board or any member of the Board of Visitors should refrain from taking any action which may weaken the authority of the Superintendent over subordinate prison officers and prisoners.
- ix. Half of the total strength of official members and half of the total strength of non-official members shall constitute the quorum for a meeting of the Board or a visit to the prison by the Board. The Chairman must be compulsorily present in meetings of the Board and visits to prisons by the Board.
- x. The meetings of the Board of Visitors shall be ordinarily held in the office of the Superintendent of the prison.
- xi. The Superintendent of the prison will issue Notice of the visit of the Board of Visitors along with the agenda as decided by the Chairman of the Board. He will also prepare the minutes of every meeting of the Board of Visitors and ensure that the same are entered in the Visitors' Minutes Book. A copy of the minutes will be forwarded to the Director/ Inspector General as well as to every member of the Board of Visitors.
- xii. A non-official member of the Board visiting a prison shall be accompanied by at least one more member (official or non-official).
- xiii. If any prisoner desires to talk to any member of the Board of Visitors during visits, such interaction shall be conducted in a place within the prison, within sight of a prison officer. The visitor shall give written information of the content of the conversation to the Chairman of the Board, immediately thereafter. The Chairman shall then take up the matter with the appropriate prison authorities, if he considers it necessary.
- xiv. Observations/ comments as recorded in the Visitors' Minutes Book or individual communication by any member of the Board, shall be brought to the notice of the Director/ Inspector General by the Superintendent, along with his own comments thereon.

- xv. The Board shall follow up on remedial measures extended to prisoners who had lodged complaints/ grievances with the Board or its members and ensure that they are not harassed by the prison staff for filing such complaints or grievances.

3. Allowances of non-official members

Non-official members will be paid transportation cost and sitting fees at the rates fixed by the Government, whenever they attend the meetings of the Board or take part in prison visits.

4. Duties of the Board of Visitors

- i. checking the quality and quantity of the diet provided in the prison;
- ii. inspection of the kitchen, barracks, wards, work-sheds and other buildings of the prison;
- iii. checking the quality of sanitation;
- iv. ensuring the segregation of prisoners;
- v. inspection of the prison hospital - adequacy of nurses and paramedics, availability of medicines, hospital management and medical treatment of the prisoners;
- vi. assessing the aspects and impact of vocational trainings, literacy programmes, entertainment and library facilities for the prisoners;
- vii. ascertaining whether considerations of health, cleanliness and security are attended to, whether proper management and discipline is maintained in every respect and whether any prisoner is illegally detained, or is detained for undue lengths of time while awaiting trial;
- viii. examination of prison registers and records, except records classified as secret and records of accounts;
- ix. attending to representations and petitions made by or on behalf of the prisoners and recommending the redressal of the same by the Government, if considered necessary; and
- x. rendering advice on measures necessary for the improvement of correctional work.

Note: Each member of the Board of Visitors will be supplied with a copy of the list of duties of visitors, on assumption of charge as a member of the Board. Visits to the prison by high dignitaries such as the Governor of the State or a Minister of the Government and their remarks on such visits, should be submitted to the Director/ Inspector General.

5. Maintenance of records of visits and inspections

A record of each visit and inspection and the remarks made thereon shall be kept in a register to be maintained by the Superintendent for the purpose.

6. Visits to the prison

- i. The Board of Visitors shall be afforded every facility for observing the state of the prison and the management thereof and shall be allowed access under proper regulation, to all areas in the prison and every prisoner confined therein.
- ii. Non-official visitors shall not visit prisoners who are not allowed to be interviewed on medical grounds.
- iii. Visits shall not ordinarily be made after prisoners have been locked for the night and on prison holidays.
- iv. The Superintendent of Police and all officers of the Public Works Department and their subordinates who have business to attend to in the jail, shall be allowed to enter their remarks in the visitors' book with reference to all matters connected with their departments.
- v. Police officers shall not be permitted to examine or make enquiries of any prisoner, without the order of the Court or the permission of the District Magistrate.
- vi. Barring members of the Board of Visitors and senior officers of the Government, no other person not on duty in the prison shall be admitted into the prison, except on the order of the Court or written permission of the District Magistrate, the Superintendent of the Jail or the Director/Inspector General, Department of Prisons and Correctional Services.

CHAPTER – XXXVII PRISON ARMED BRANCH

1. Composition

The Armed Branch Personnel of the Department shall consist of Platoons of the following strength, of which, 8% should be kept reserved to accommodate temporary vacancies due to Leave availed on personal and medical grounds or training. One platoon shall be posted at each District Prison and two platoons at the Central Prison.

a.	Sub-Inspector -	1 (one)
b.	Havildar -	3 (three)
c.	Naiks -	32 (thirty-two)
Total =		36 (thirty-six)

The members of the Armed Branch may be transferred and posted in any prison of the State. They may be authorized to carry pistols as side arms and weapons as recommended by the Police Department, for sentry and Guard duty.

It must be ensured by the Superintendent of the prison that **all** armed personnel are fully and properly trained to handle and use fire arms before weapons are issued to them.

2. Duties of the Sub-Inspector/ Platoon Commander

- i. The Sub-Inspector/ Platoon Commander is appointed on promotion from the rank of Havildar, following due procedure.
- ii. The Sub-Inspector/ Platoon Commander is responsible for the discipline, training, efficiency and general well being of all the men in his platoon.
- iii. He will assist the Superintendent in the deployment of armed personnel/ sentry in the prison.
- iv. He will conduct the checking of the sentry duty by day and by night at least twice a week and shall make a record of such checks.
- v. He shall maintain the Attendance and Roster Registers for Havildars and Naiks and submit them to the Deputy Superintendent of the prison on a weekly basis, for his signature thereon.
- vi. He is liable for any security lapse and unauthorised entry of any person into the prison.
- vii. He will ensure proper upkeep and safe custody of all arms, ammunition, equipment and other Government property assigned to his platoon.
- viii. He will inspect and supervise kits and the maintenance of arms and ammunition every week and report deficiencies/ defects, if any, to the Deputy Superintendent.
- ix. He will inspect the Police armed personnel as well as the Prisons armed personnel before they proceed for duty and ensure that orders are properly understood, the turnout is smart and that the full requirement of equipment, arms and ammunition is carried.
- x. He will report any grievance of his platoon on any matter affecting discipline and morale, to the Superintendent.

- xi. He will carry out any other duty assigned to him by the Superintendent and other senior Prison officers.

3. Duties of the Havildar

- i. The senior most Naik shall be promoted to the rank of Havildar following due procedure regarding such promotion.
- ii. He shall be in charge of the arms, ammunition, uniform and equipment of the platoon.
- iii. He will submit quarterly statements of the stock of arms and ammunition to the Platoon Commander.
- iv. He shall report directly to the Platoon Commander and supervise the daily drill, attendance of the standing guard and sentries, etc.
- v. He shall be responsible for the maintenance/ enforcement of the discipline of the guarding staff.
- vi. He will assist the Platoon Commander in providing clothing, arms, ammunition, barrack furniture and other articles to the armed personnel.
- vii. He will ensure that all personnel maintain their individual clothing handbook and that the entries made therein are correct and up-to date.
- viii. He will be responsible for the verification of the records of the platoon with corresponding records maintained in the Director/ Inspector General's Office once in six months and any variation noticed should immediately be brought to the notice of the Superintendent, for further action.
- ix. He will take adequate security measures for storage of inflammable articles and strictly comply with the firefighting instructions.
- x. He will carry out any other duty assigned to him by the Platoon Commander.

4. Duties of the Naik

- i. He will perform sentry duty.
- ii. He will be detailed on Watch towers and at the main gate, etc.
- iii. He will assist in the frisking room.
- iv. He will enter the details of every person who goes in and out of the prison, in the Register maintained for the purpose.
- v. He will report to the Havildar/ Platoon Commander any activity or person in the prison complex, of suspicious nature.
- vi. He will attend briefing sessions regularly and be fully acquainted with the latest prison security protocols.
- vii. He will carry out any other duty assigned to him by the Platoon Commander/ Havildar or other senior prison officers.

5. Sentry and Guard duty

- i. Armed sentries shall perform duties in two hourly shifts.
- ii. Armed sentries shall be posted at the Main Gate round the clock.
- iii. The sentry at the main gate shall be posted immediately outside the outer gate.
- iv. The watch towers at the main gate will also be guarded by armed sentries.
- v. The sentry shall not leave his post without regular relief under any circumstance and shall exercise his duty with utmost vigilance.
- vi. The sentry on duty will carry the required arms and ammunition, which will later be handed over to the relieving sentry.
- vii. He shall perform his duties under the direct orders of the Guard Commander or under the officer so detailed by the Superintendent to supervise the sentry duty and promptly obey all orders issued by them or superior prison authorities.
- viii. He is responsible for the security in his post/ beat while on duty. (The beat will be specified through the order of the Superintendent of the prison).
- ix. He shall stop all unknown or suspicious persons approaching his beat without authority or permission. The use of a password at night must be insisted upon.
- x. He shall report to the Patrolling Officer any suspicious or unusual activity at night.
- xi. He shall immediately report any untoward incident, including outbreaks of fire, to the Platoon Commander.
- xii. He will keep contact with the sentry of the nearest guard.
- xiii. Other areas of the prison will be guarded by warders without arms.
- xiv. The guards and armed sentry shall perform duty in rotation.
- xv. No inmate shall be permitted to approach a sentry. It is the duty of a sentry to resist all attempts to break into or out of the prison and to prevent escapes or illicit communication with prisoners.

6. Relief and supervision of sentries

- i. Sentries will be relieved at the end of every three hours.
- ii. During the day, the Assistant Superintendent of the prison shall conduct the relief and at the same time, check and satisfy himself that the sentries are alert and attending to their duties properly.
- iii. Two Patrolling Officers will be appointed from among the senior warders to discharge these functions during the night. Each Patrolling Officer will record the hour of his visits.

7. Protocols to be followed by sentries/ guards

- i. No sentry or guard will take off his uniform while on duty.
- ii. The sentry or guard will on no account leave his post without being relieved. In case of sudden illness or any other reason that requires him to do so, he will send intimation to the officer in charge who will make the necessary arrangement.

- iii. He shall ensure that the main gates and wickets are securely locked.
- iv. He shall keep his arms and ammunition securely while on duty.
- v. He shall not allow persons to crowd around him and shall not communicate with any prisoner, unless required as part of official duty.
- vi. He shall not bring anything from outside the prison to any prisoner and shall not receive anything from a prisoner to be conveyed outside the prison.
- vii. If a prisoner attempts to escape, the guard will at once raise the alarm and will also prevent damage to Government property. If the guard is beyond the range of hearing, a shot has to be fired in the air to raise the alarm. He shall instruct the prisoner to halt and if the prisoner refuses to do so and there is no superior officer present, he shall use force on the prisoner, provided he cannot otherwise prevent the escape.
- viii. He shall stop all unauthorized movement inside the prison premises and if necessary, raise his weapon to deter further movement until the officer in charge of the picket arrives.
- ix. All guarding personnel, being part of essential services, will be deemed to be on duty round the clock and will not be allowed to leave the prison premises without permission from the competent authority.
- x. The Assistant Superintendent and Platoon Commander will maintain a daily report book in which they will record all important events related to sentry and guard duty.

8. Escort for visitors

The escort for an official, non-official or private visitor to a prison, shall consist of a warder armed with a baton, from the Warder Guard.

9. Courtesy to officers by the sentry

The Sentry at the gate shall present 'Salami Do' to the Superintendent and other officers higher in rank and 'Butt Salami' to officers of the rank of Deputy Superintendent. He should be courteous to all officers entering or leaving the prison.

10. Use of weapons against prisoners

Any officer or member of the guarding staff of a prison may use weapons against any prisoner if he is found to be:

- a. escaping or attempting to escape, provided that the officer or member of the guarding staff has reasonable grounds to believe that he cannot otherwise prevent the escape.
- b. engaging in any outbreak or attempting to force or break open the outer gate or enclosure wall of the prison individually or collectively, provided that he may use the weapon only if such an outbreak or attempt continues.
- c. using violence against officers of the prison or other persons, provided that there is reasonable ground to believe that the officer of the prison or any other person is in danger of loss of life or limb or that serious injury is likely to be caused to such officer/ person.

11. Conditions for the use of weapons against prisoners

- i. Before using firearms against a prisoner, the officer or member of the guarding staff shall give a loud and clear warning to the prisoner that he is about to fire on him.
- ii. No officer or member of the guarding staff shall use arms of any sort against a prisoner in the presence of his superior officer, except under the orders of such superior officer or in self-defence.
- iii. In all cases requiring the use of force, only minimum force, in the given circumstance, shall be used.

CHAPTER – XXXVIII**MISCELLANEOUS PROVISIONS****1. Prison Security Audit**

Security Audit of each prison shall be conducted by the State Police through its Special Branch and District Executive Police. A senior officer not below the rank of Assistant Inspector General and the Superintendent of the prison in respect of which, security audit is being conducted, shall be part of such audit.

2. Periodicity of the Security Audit

Prison Security Audit shall be held once in a year in the month of December and the report shall be sent by the Director General of Police to the Department of Prisons & Correctional Services with a copy to the Director/ Inspector General, Prisons & Correctional Services, not later than 31st January of the following year. A copy of the audit report should also be sent to the Government in the Home (Police) Department. Action shall be taken by the Director/ Inspector General, Prisons & Correctional Services on the issues raised and security advice given in such audit report, under intimation to the Government in the Department of Prisons & Correctional Services and the Director General of Police.

Terms of reference of the Security Audit**3. Walls:**

- i. To inspect the prison's boundary wall thoroughly and advise whether the wall around the prison complex is low enough to scale or whether it needs to be raised.
- ii. To ascertain if there are breaches, protrusions or projections on the wall that may facilitate scaling of the wall.
- iii. To ascertain if there are trees along the boundary wall that should be removed to prevent escape or ingress into the prison premises.
- iv. To ascertain if there are tall buildings/ structures near the wall that should be kept under surveillance.

- v. To ascertain if the iron grill fitted on the wall (if any) or the gates need to be replaced/ re-enforced.
- vi. To ascertain if the top portion of the wall is re-enforced with concertino wire or if an electric wire fencing with live current would be advisable.

4. Gates:

- i. To ascertain if all the gates in the prison premises, especially the main gate, are secure.
- ii. To ascertain if there are structures near the gates that may be used for jumping over into the prison premises.
- iii. To advise whether any gate needs to be removed.
- iv. To check if the gates are manned by armed security personnel and continuously guarded (24x7).
- v. To ascertain if the strength of the armed personnel guarding the gates is adequate.

5. Towers:

- i. To ascertain if the watch towers are strategically located or if the watch towers need to be re-located/ shifted.
- ii. To ascertain if more watch towers are needed for the prison complex.
- iii. To ascertain the quality of the construction of the towers and/ or if they need to be re-enforced.
- iv. To ascertain if the towers are equipped with security gadgets, high beam long distance focus light, binoculars and IT support.

6. Guards:

- i. To ascertain the composition of the guarding personnel deployed to the gates and towers and if they are armed with appropriate weapons and fire power.
- ii. To ascertain if the weapons are properly secured to their body, to prevent snatching.
- iii. To ascertain if the guards know how to use their weapons and lathis.
- iv. To ascertain if the weapons are properly cleaned and maintained.
- v. To ascertain the duration of their shifts and duty hours, rest and off days.
- vi. To determine from the Duty Registers if the guards are checked at frequent intervals on a daily basis, by the prison officers.

CHAPTER – XXXIX USE OF INFORMATION TECHNOLOGY IN PRISONS

1. Prisons are to be equipped with technology for the creation, management and use of information relating to their administration and the services they provide, such as;

- a. Prison Inmate Management System [PIMS]
- b. Visitor Management System [VMS]
- c. Court Information System [CIS]
- d. Police Information System [PIS]
- e. Personnel Information System [PIS]
- f. Roster Management System [RMS]
- g. NCRB/SCRB system
- h. e-Prisons with the Architecture Application *
- i. FASTER system**

In the use of this technology, the Director/ Inspector General shall ensure that as per the Application Security Policy of the National Informatics Centre (NIC), no application software shall be hosted without Security Audit Clearance. This software is audited and tested by the auditors at the National Informatics Centre (NIC) Headquarters, New Delhi.

* This technology captures the registration of inmates, stores the bio-metric data of the prisoners, their medical history and their photographs taken at the time of their admission into and release from prison and monitors the physical location of the prisoners and their movements including their production before Courts. It can also capture the surety details of the prisoners released on bail as well as the details of the court cases of the inmates, the charges against them, the status of their cases, etc. It enables automatic generation of the list of prisoners covered by Sections 436/436A of the Indian Penal Code and the probable date of their release. It may be used to store the information of all the visitors of inmates of the prison, while also providing information for the compilation of various reports for administrative and statistical purposes including reports for the NHRC, NCRB, State Government and the Central Government.

** Fast and Secured Transmission of Electronic Records (FASTER) system set up for prompt and effective electronic transmission of orders of the Apex Court to concerned Courts/ Tribunals and other duty-holders.

2. It is the responsibility of the Director/ Inspector General to ensure that more areas of works and activities in the prisons are brought under the e-Prisons system. The existing prison officers and staff should be given intensive training to handle the systems mentioned above. The Test Identification Parade Room should also be equipped with appropriate gadgets employed in the use of this technology.

CHAPTER– XL MEDALS AND REWARDS

Medals

1. The following medals are conferred on the personnel of the Prisons and Correctional Services by the Government of India, every year, on Republic Day and Independence Day.
 1. The President's Correctional Service Medal for Distinguished Service.
 2. The Correctional Service Medals for Meritorious Service.
 3. The President's Correctional Service Medal for Gallantry.
 4. The Correctional Service Medal for Gallantry.
2. Recommendations for nomination for these awards should be made by the Director/ Inspector General to the State Government for screening and submission to the Government of India. The receipt of these medals by personnel of the Prisons and Correctional Services should be given wide publicity in the print and electronic media.

Rewards

3. A system of incentives and rewards enhances opportunities for correctional interventions. Rewards shall be recommended/ given only for specific meritorious actions and not in recognition of good performance while on duty in general, such as exceptional punctuality, prompt compliance with orders, etc. The Director/ Inspector General may issue Commendation Certificates to the officers and personnel of the Prisons and Correctional Services for excellent performance of duty of arduous nature, rare dedication and commitment to duty.
4. Rewards shall be given by the Government, on the recommendation of the Director/ Inspector General, for the prevention of escapes and the re-capture of escaped prisoners.
5. The Director/ Inspector General may also draw up a Reward and Incentive Scheme for prisoners who achieve milestones in education while in jail.

CHAPTER –XLI UNIFORMS

1. The Director/ Inspector General shall wear the uniform and badge appropriate to the equivalent rank in the Police Department (if drawn from the IPS, MPS and MCS).
2. **Uniform of Gazetted Officers (Superintendent and above)**
 - i. Great Coat/ Jacket (Blue cloth, milled and water proof, double breasted to reach the knee).
 - ii. Khaki shirt with a breast pocket with pointed buttoned flap on each side and khaki trousers.

- iii. Navy blue Beret/ Peak cap with gabardine badges of silver metal to be worn in the center of the front band.
- iv. Badge with the letters 'MP&CS' for the Assistant Inspector General and the Superintendent.
- v. Dark blue round-plated lanyard to which a whistle is attached, carried in the chest pocket following the pattern of the police (for the rank of Superintendent).
- vi. Brown leather belt with a steel clasp bearing the letters 'MP&CS'.
- vii. Brown boots with laces.
- viii. Departmental logo on the sleeve.
- ix. Name tag made of black plastic material engraved with the personal name, to be pinned above the right breast pocket.

These officers shall provide for their uniforms at their own cost.

3. Uniform of the Deputy Superintendent, Assistant Superintendent, Head Warder and Warder

- i. Khaki jacket with a rolled collar, shoulder straps of the same material each fastened with a small button, a pocket at each side with pointed flaps and five buttons bearing the letters 'MP&CS' inscribed in white metal on the front for the rank of Deputy Superintendent and Assistant Superintendent.
- ii. Khaki shirt with a breast pocket with pointed buttoned flap on each side and khaki trousers.
- iii. Khaki Peak cap and Beret cap with a nickel plated head badge bearing the emblem of the State and wreath and the inscription 'MP&CS' in the middle (for the rank of Deputy Superintendent) and Khaki Beret cap (for the rank of Assistant Superintendent, Head Warder and Warder).
- iv. Khaki tie with a white metal tie pin embossed with the letters 'MP&CS' for the Deputy Superintendent.
- v. Shoulder badge of three nickel plated five-pronged plain stars with navy blue ribbon and nickel plated crest with the letters 'MP&CS' on each of the shoulder straps (for the rank of Deputy Superintendent) and two nickel plated five-pronged plain stars with navy blue ribbon and nickel plated crest with the letters 'MP&CS' on each of the shoulder straps (for the rank of Assistant Superintendent); shoulder badge with a wreath and the Ashoka emblem in white metal inscribed with the letters 'MP&CS' for the Head Warder and Warder.
- vi. Khaki whistle cord (lanyard) to which a whistle is attached.
- vii. Brown leather belt (for the rank of Deputy Superintendent and Assistant Superintendent) / Black leather belt (for the rank of Head Warder and Warder) with a steel clasp bearing the letters 'MP&CS'.
- viii. Brown boots with laces (for the rank of Deputy Superintendent and Assistant Superintendent) / Black boots with laces (for the rank of Head Warder and Warder).
- ix. Departmental logo on the sleeve.

- x. Name tag made of black plastic material engraved with the personal name, to be pinned above the right breast pocket.

Warders must be provided whistles and batons with thongs attached, similar to those used by the police.

4. Uniform of the Armed Personnel

The uniforms of the Armed Personnel will correspond to the uniforms of the Armed Branch of the Police Department; however, the letters 'MP&CS' must be clearly inscribed on the appropriate items of their uniform to distinguish them from the Armed Branch of the Police Department.

5. Procedure for procurement of uniforms

- i. The details of all items of uniform issued shall be maintained by the office of the Superintendent, including the date when such item was last issued.
- ii. At every kit-inspection, all staff members shall produce all items of uniform for inspection by superior officers.
- iii. If any article is lost or rendered unfit for use before the date fixed for issue of new supplies, it shall be replaced at the expense of the official or personnel concerned.
- iv. Each Superintendent of a prison shall prepare yearly statements of requirement of items of uniform for the officers and staff under his control and submit the same to the Assistant Inspector General, Prisons & Correctional Services by the 1st of March, each year.
- v. The Director/ Inspector General shall place the requirement before the Government. It shall be ensured that the uniforms (excluding belts, boots and badges) are procured from the Industrial Training Institutes set up by the Labour Department, Government of Meghalaya for the concerned district/s.

FORMS AND ANNEXURES SECTION**Annexure - I****Form No. 1
Register of UTPs**

1.	Name of the UTP
2.	Father's / Husband's Name
3.	Gender/Age
4.	FIR/Case No.
5.	Police Station
6.	District
7.	Section(s) charged / arrested under
8.	Particulars of the Court
9.	Date of arrest
10.	Date of admission in the prison
11.	Date of filing of the Charge sheet
12.	Whether represented by Legal aid/ Private defence?
13.	Name(s) of the lawyer(s) with contact details
14.	Whether bail has been granted; if yes, when?
15.	If not released despite grant of bail, the reasons for the same.
16.	Does the UTP suffer from any mental or physical disease? If yes, the details thereof?
17.	Whether the UTP is a convict/ Under trial in any other case? If yes, give the details.
18.	Names and gender of children lodged in the prison along with the UTP (in case of women prisoners)

Signature of the Superintendent –

Annexure - II

Form No. 2

Register of Convicts

1.	Name of the Convict
2.	Father's/ Husband's Name
3.	Gender/ Age
3.	FIR/ Case No.
4.	Police Station
5.	District
6.	Particulars of the Trial Court
7.	Date of admission in the prison
8.	Date of conviction
9.	Section(s) convicted under
10.	Duration & nature of the sentence
11.	Date when sentence is to be completed
12.	Reason for non-release (after expiration of the sentence)
13.	Whether the case was considered by the Sentence Review Board?
14.	Reason for not granting pre-mature release
15.	Does the convict suffer from any mental or physical disease? If yes, the details thereof
16.	Whether the convict is a convict/ Under trial in any other case?
17.	If yes, give the details (separate entry should be made in respect of the additional case)
18.	Names and gender of children lodged in the prison along with the convict (in case of women prisoners)

Signature of the Superintendent –

Annexure - III

Form No. 3

Custody Warrant

Name of the Jail & Correctional Home –

Name of the prisoner

FIR/ Case No.

Father's / Husband's Name

Section(s) charged under

PHOTOGRAPH

Age

Section(s) arrested under

Gender

Police Station

Address

District

Nationality

Date of Arrest

REMAND DURING INVESTIGATION

ADVOCATE (Pvt/Legal Aid)

Sl.No.	Date	Remand Order by Ld. Judge/ Next date of appearance before the Court
1.		
2.		

Date of filing of the Charge Sheet:

REMAND AFTER FILING OF THE CHARGE SHEET

ADVOCATE (Pvt/Legal Aid)

Sl.No.	Date	Remand Order by Ld. Judge/ Next date of appearance before the Court
1.		
2.		

1. Date of committal (in Sessions Trial cases):

2. Date of framing of charge:

3. Section(s) charged under:

Annexure - IV

Form No. – 4

Proforma for recording the health of prisoners on admission

Case No.

Name Age..... Gender.....

Signature/ Thumb impression.....

Father's/ Husband's Name Occupation

Date & time of admission

Identification marks

Are you currently suffering from any disease?

If yes, the name of the disease:

Are you now taking medicines for the same?

Are you suffering from cough that has lasted for 3 weeks or more Yes/ No.

History of drug abuse, if any:

Any information the prisoner may volunteer:

Physical examination:

Height Cms. Weight Kgs. Last menstruation period

1. Pallor:
2. Lymph Node enlargement: Yes/ No
3. Clubbing: Yes/ No
4. Cyanosis: Yes/ No
5. Icterus: Yes/ No
6. Injury, if any.....
7. Blood test for Hepatitis/ STD including HIV,(with the informed consent of the prisoner whenever required by law)
8. Any other

Systematic Examination

1. Nervous System
2. Cardio Vascular System

3. Respiratory System
4. Eye, ENT
5. Gastro-Intestinal System/ abdomen
6. Teeth & Gums
7. Urinary System

Date of commencement of medical investigation:

Date of completion of medical investigation:

The medical examination and investigation were conducted with the consent of the prisoner after explaining to him/ her that it is necessary for diagnosis and treatment of the disease from which he/ she may be suffering.

MEDICAL OFFICER

Annexure - V

Form No. – 5.

Register for Out-Patients

_____ Prison & Correctional Home at _____

Date	Serial Number	Register number	Name and serial number in the Admissions Register	Age and Gender	Height	Weight	Class	Category	Block, Ward or Cell No.	Work on which employed	Disease	Signature of the Medical Officer
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Annexure - VI

Form No. – 6.

Register for In-Patients

Date – _____ Prison & Correctional Home at _____

Serial number
Register number
Name and serial number in the Admissions Register
Class
Category
Gender
Age
Block ward or cell number
Work on which employed
Disease
Date on which brought under observation
Date on which admitted to hospital
Whether discharged / placed in the invalid gang / referred to another hospital
Date of discharge / placement in the invalid gang / referral to another hospital
Date of death (in case of death)
Signature of the Medical Officer

Annexure – VII

Form No. – 7.

Case History of the Convict

1. Name -
2. Serial number in the Admissions Register-
3. Age -
4. Religion –
5. Previous occupation -
6. Sections convicted under -
7. Sentence -
8. Habitual or casual offender -
9. Legal history and statement of present and previous crimes of the prisoner, if any -
10. Social History -
 - a. Childhood
 - b. Family History
 - c. Health history
 - d. Neighbourhood
 - e. Educational background
 - f. Adolescence
 - g. Economic background
 - b. Employment history
 - c. Associations, companions, etc
 - d. Habits, aptitude, etc
11. Personality (general impression only)
12. Clues regarding sequence of criminal behavior

Date on which the case history was prepared

Name of the Prison & Correctional Home -

Form No. – 8**Data Sheet for Prisoners sentenced to death****Date of Execution fixed by the Sessions Judge –**

1. Serial No. -
2. Name and serial number in the Admissions Register -
3. Ward/ Block number -
4. Result of medical examination -
5. Special remarks, etc. -
6. Date when the sentence was passed by the Court of Sessions –
7. Date of appeal to the High Court –
8. Date of the final order passed by the High Court –
9. Date of filing special leave to appeal to the Supreme Court –
10. Date of filing appeal to the Supreme Court –
11. Date of the final order passed by the Supreme Court –
12. Date of submission of the mercy petition –
13. Date of decision on the mercy petition –
14. Final date fixed for the execution –
15. Length of drop required –
16. Neck measurement -
17. Weight -

Annexure - IX**Form No. – 9****After Execution**

I hereby certify that the sentence of death passed on by the Sessions Court at and confirmed by the High Court of on has been duly executed and the said was hanged by the neck until his death at on the

Medical Officer

Executive Magistrate

Annexure - X**Form No. – 10****Matrix of Mandatory Data Set to be shared in the Integrated Criminal Justice System**

Police	Courts	Prisons	Prosecution	FSL
<ul style="list-style-type: none"> • FIR details (ILF-I) with copy of the FIR • Arrest Details (Arrest Memo) (ILF-III) • Accused Details (ILF-I & III) • Victim Details (ILF-I & V) • Witness Details (ILF-V) • Witness verification details • Charge sheet/Final report (ILF-V) • Supplementary charge sheet • Details of bail by the police • Property involved in the crime (ILF-I & IV) • Criminal history of 	<ul style="list-style-type: none"> • Case details • Transfer of cases from one court to another due to abolition/creation of Courts or otherwise • Acts & Sections with the nature of the case [if different from the FIR/ Charge sheet] and charges framed • Summons/notice s/warrant • Appearance/non-appearance of the Prosecution/ Defence/ Court Witnesses • Prosecution/ Defence Court 	<ul style="list-style-type: none"> • Whether prone to escape • Details of Police Escort team with vehicle No. • Details of escape attempts from police custody • Photographs and finger prints of accused • Police custody and transit remand orders • Post mortem report (for prisoner who dies in prison custody) • Prisoner details • Conviction details with sentence (including sentence already undergone) 	<ul style="list-style-type: none"> • Request for legal assistance • Draft charge sheet along with all documents annexed • Compliance with security issues • Documents related to the case • All evidence • Police custody request • Remand request • Status of the investigation • Reply on Bail • Status report and the progress of the investigation • The service of processes on the witnesses • The status and the 	<ul style="list-style-type: none"> • Articles received for examination • Articles examined in the State laboratory • Articles sent outside the State (including the name of the laboratory to which they are sent) • Scene of the crime report • Any further examination required in the case • FSL reports • Expert details • Date of expert

the accused including previous convictions, if any • Custody details in other matters • Transit remand details, if any • Notice/warrant/summons against the accused in other matters • Reply on bail application • Details of personal search • Personal search release • Application for case property • Application for TIP of the accused • Case property release • Case property disposal forms • Preventive action (Kalandras) • FSL report • Permission under Section 39 of the Arms Act with FSL report • Report/response on miscellaneous applications/ queries	witnesses due for deposition • Reports required by the Court • Details of proceedings (Daily orders) with the next date fixed for order/ judgement [details] • Bail status with surety details	• Details of hearing with attendance of the prisoner • Release order details (including release on bail) • Details of complaints made by the prisoner in the court • Escape/misconduct/crimes in the prison • Details of the prison where the prisoner is kept or shifted to • Reason for non-production of inmate • Other conviction details • Period spent in custody in a particular case • Next date of production / hearing in other cases • Report/response on misc. application/ queries	details of the defence witnesses • Case details • Details of the prosecution case • Status of the case in higher courts • Present whereabouts of the prosecution witnesses • Service of processes on witnesses • Details of pre-occupation of Government witnesses with other courts	evidence • Priority of cases (under trials, senior citizens, etc.)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

Note – The items indicated in each category are indicative, not exhaustive. Each authority is responsible for providing additional information which is to be included/ entered into the system.

Annexure - XI**Form No. – 11****Report Book of the Deputy Superintendent**

Year and date		Report by the Deputy Superintendent	Orders by the Superintendent	Action taken by the concerned Prison official/ staff

Annexure - XII**Form No. – 12****Visitors' Book**

Year and date		Names of Visitors.	Duration of the visit	Observations by the Superintendent

Annexure - XIII**Form No. – 13****Medical Officer's Note Book**

Year and date		Name of the patient	Convict/ UTP	Medical Officer's observations.	Superintendent's observations.

Annexure - XIV

Form No. 14

Hospital Case Book

Register Number and Name of Patient –

Date, month and year -

Class of prisoner with nature and length of sentence (if convicted) -

State of health on admission to the prison -

Weight on admission to the prison -

Present weight -

If sentenced to rigorous imprisonment, whether admitted from invalid gang or otherwise -

If previously an out-patient, give the last date of the visit to the hospital -

If previously an in-patient, refer to the previous records -

Diagnosis -

Treatment adopted -

Special diet recommended – Yes/ No

If yes, the details of the prescribed diet –

Date of discharge –

Reason for discharge –

Note. - In the event of death, the closing entries should contain a record of the particulars under the Medical Officer's signature.

Form No. – 15

ADMISSIONS REGISTER

Register of prisoners admitted into the prison for the year _____

1	Serial number, name and nationality
2	Father' s / Husband' s name
3	Age and Gender
4	Date of admission (Enter in red ink if P.B, P.R / T. or P.R.T. / 565 or if “ unidentified.”)
5	Residence [Village, Police Station, District, State, Country]
6	Height
7	Weight
8	Complexion
9	Distinguishing marks, if any
10	Religion
11	Caste/ tribe/ community
12	Educational qualifications
13	Health status
14	Previous ailments if any
15	Whether vaccinated, inoculated, or had small-pox/ any other infectious disease
16	If received on transfer from another jail, the name of the jail
17	The reason for the transfer from the jail of origin
18	Serial number in the register of the previous jail
19	Details of the private property of the prisoner
20	Case number(s)
21	Whether legal aid is required

NOTE – Registers are to be maintained year-wise

Annexure - XVI

Form No. – 16

Details of convicts in the prison for the year _____

1	Serial number, name and nationality
2	Serial number in the Admissions Register of the prison [Register number to be followed by the Serial number in that register]
3	Case number with Section(s) under which convicted
4	Date of sentence
5	Court imposing the sentence
6	Nature of sentence imposed (stating the amount of fine and alternative imprisonment awarded).
7	If the fine or portion of it has been paid [date, month and year to be recorded]
8	Period of the sentence [in years, months and days]
9	Sentence already served [in years, months and days]
10	Previous convictions
11	Class of labour – hard, medium or light
12	Date of release as fixed by the Court
13	Whether appeal preferred
14	If yes, the verdict on the appeal and date of receipt of intimation of the verdict
15	State of health on discharge or removal from the prison
16	Weight on discharge or removal from the prison
17	Date of actual release [on completion or remission of the sentence or on transfer or in the event of death]
18	Character/ Conduct in the prison
19	Signature of the Superintendent and the Deputy Superintendent

NOTE – If there is a reduction in the sentence, it should be recorded in the Remarks Column. Registers are to be maintained year-wise.

If previously convicted in other cases, the details are to be given as per the format below:

Date of commencement of the sentence	Date of expiry of the sentence	Health	Weight	Labour
1 st offence -				
2 nd offence -				
3 rd offence -				

Form No. – 17**Details of UTPs in the prison for the year _____**

1. Serial number, name and nationality
2. Serial number in the Admissions Register of the prison [Register number to be followed by the Serial number in that register]
3. Case number with Section(s) under which arrested/ charge-sheeted
4. Name of the Trial Court
5. Is the UTP a convict or an under-trial prisoner in any other case?
6. If so, the case number(s) of these other cases and the name(s) of the Courts
7. Date of discharge/ conviction
8. Character/ Conduct in the prison
9. Signature of the Superintendent and the Deputy Superintendent

NOTE – Registers are to be maintained year-wise.

Annexure - XVIII

Form No. – 18

**Register of the release of prisoners from the Prison & Correctional Home at _____ for the
year _____**

1. Serial number, name and nationality
2. Serial number in the Admissions Register of the prison [Register number to be followed by the Serial number in that register]
3. Date of release
4. Whether the release was on account of completion or remission of the sentence or discharge or acquittal or transfer or death. In case of transfer, the name of the prison to which the transfer is made and the reason for the transfer is to be recorded]
5. Name of the Court
6. Case number with Section(s) under which charges were framed/ made
7. Date of the order [in case of remission of the sentence or discharge or acquittal or transfer]
8. Period served [in years, months and days]
9. State of health on release from the prison
10. Weight on release from the prison
11. Whether the personal property/ effects of the prisoner have been returned to him [give the details]
12. Character/ Conduct in the prison
13. Name and address of the person into whose custody the prisoner was released
14. Signature of the Superintendent and the Deputy Superintendent

Annexure - XIX

Form No. – 19

**Lock-Up Register of all Classes of Prisoners in the Prison & Correctional Home at
for the month of**

Name and number of the Ward				
Categories of prisoners housed in the ward		1. UTPs 2. Convicts 3.		
Capacity of the ward				
NUMBER OF PRISONERS IN THE WARD				
Date	Number of UTPs	Number of Convicts (SI)	Number of Convicts (RI)	Total
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
13 th				
14 th				
15 th				
16 th				
17 th				
18 th				
19 th				
20 th				
21 st				
22 nd				
23 rd				
24 th				
25 th				
26 th				
27 th				
28 th				
29 th				
30 th				
31 st				
Total for the month				
Signature of the Deputy Superintendent		Signature of the Superintendent		

Form No. – 20

Daily Abstract of all Classes of Prisoners in the prison for the Month of _____

Dates of the month.	1 st		2 nd		3 rd		4 th		5 th		6 th		7 th		8 th															
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F														
UNDER-TRIAL PRISONERS Remaining from yesterday Admitted directly from the court Received from other jails Re-admitted from bail Total Released Transferred Escaped In hospital Died Balance																														
CONVICTS Remaining from yesterday Admitted from under-trial wards Re-admitted after release on bail Re-admitted after re-capture Re-admitted from a mental asylum to complete term of imprisonment Admitted from another prison Total Released Transferred Escaped In hospital Died Balance																														
Children received with their mothers (not included above)							M		F																					
Signature of the Deputy Superintendent																														
Signature of the Superintendent.																														

NOTE –This format shows the dates of the month from the 1st to the 8th. All the dates of the month are to be recorded in the Register for this purpose.

Form No. 21

**Register of convicts employed in labour in the prison with the description of labour
during the month of _____**

1	2	3	4	5	6	7	8	9	10	11
Warders	Overseers	In the stores	Cooks	Sweepers	Hospital attendants	Barbers	Washermen	In the gardens	In hard labour (give the details)	In medium or light labour (give the details)

Signature of the Deputy Superintendent

Signature of the Superintendent

Annexure - XXII

Form No. 22

Gate Register of the _____ Jail for the Year _____
(To be written by the Gate Warder in Charge at the Time)

A. Persons

Date –

Hour and minute of opening the gate –

Names of persons entering the prison	Time of entry	Time of exit	Purpose of entry	Signature

Annexure - XXIII

Form No. 23

Gate Register for articles passing in or out of the prison
(To be written by the Gate Warder in Charge at the Time)

Date -

1	2	3	4	5	6	7
Hour and minute of the passing in or out of the article	Description of articles passed in	Number or quantity	Description of articles passed out	Number or quantity	If passed in, by whom passed in and to whom. If passed out, to whom passed out, and by whom.	Signature of the person in possession of the article(s)

Annexure - XXIV

Form No. 24

Cash Book (not including cash from sale of articles manufactured in the prison) for the month of

Date	Balance carried over from the previous day	Received from	Amount (in Rupees)	Number of the voucher issued for the receipt	Disbursements	Paid to	Amount (in Rupees)	Balance

Annexure - XXV

Form No. 25

Stock Account of the clothing, bedding, articles used for eating and for personal hygiene issued to the prisoners _____ Prison & Correctional Home

Date
Sets of clothing in stock
Sets of clothing received from the Supplier
Total
Sets of clothing issued to the prisoners
Balance
Sets of bedding in stock
Sets of bedding received from the Supplier
Total
Sets of bedding issued to the prisoners
Balance
Number of cups in stock
Number of cups received from the Supplier
Total
Number of cups issued to the prisoners
Balance
Number of drinking glasses in stock
Number of drinking glasses received from the Supplier
Total
Number of drinking glasses issued to the prisoners
Balance
Number of mugs in stock
Number of mugs received from the Supplier
Total
Number of mugs issued to the prisoners
Balance

Date
Number of toothbrushes in stock
Number of toothbrushes received from the Supplier
Total
Number of toothbrushes issued to the prisoners
Balance
Number of tubes of toothpaste in stock
Number of tubes of toothpaste received from the Supplier
Total
Number of tubes of toothpaste issued to the prisoners
Balance
Number of bars of bathing soap in stock
Number of bars of bathing soap received from the Supplier
Total
Number of bars of bathing soap issued to the prisoners
Balance
Number of bars of washing soap in stock
Number of bars of washing soap received from the Supplier
Total
Number of bars of washing soap issued to the prisoners
Balance
Number of towels in stock
Number of towels received from the Supplier
Total
Number of towels issued to the prisoners
Balance
Number of buckets in stock
Number of buckets received from the Supplier
Total
Number of buckets issued to the prisoners
Balance

Annexure – XXVI**Form No. 26****Register of Receipt and Utilisation of Ammunition.**_____ **Prison & Correctional Home****Date** _____

Sl. No.	Name and type of the weapon/ ammunition	Previous balance (in units)	Number of units received	Number of units issued	Name and designation of the person to whom issued	Balance in stock
1.						
2.						

[illegible][illegible]

Hindus and Sikhs		Muhammadans		Christians		Buddhists and Jains		Others	
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

Under 16 years.		16 to 18 years.		19 to 21 years.		22 to 30 years.		31 to 40 years.		41 to 50 years.		51 to 60 years		Above 60 years.		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Under 16 years.		16 to 18 years.		19 to 21 years.		22 to 30 years.		31 to 40 years.		41 to 50 years.		51 to 60 years		Above 60 years.		Total	

Form No. 30

Population of the prisoners, occupation-wise for the month of _____

	M	Persons employed under Government or municipal or other local authorities.
	F	
	M	Professionals
	F	
	M	Persons in the service sector
	F	
	M	Persons engaged in agriculture and allied activities
	F	
	M	Persons engaged in business, commerce and trade.
	F	
	M	Persons employed in manufacturing and industrial sector
	F	
	M	Persons engaged in the Banking sector
	F	
	M	Persons engaged in cottage, small and medium industries
	F	
	M	Persons engaged in petty trades
	F	
	M	Miscellaneous activities
	F	

Form No. 31

Statement showing the actual Cost and Market Value of goods manufactured in the
 _____ Prison & Correctional Home during the month of _____

Names of the trade/ manufacturing unit
Cash in hand at the beginning of the month
Value of manufactured articles in stock at the beginning of the month
Value of raw materials in stock at the beginning of the month
Description and quantity or weight of raw materials received during the month
Cost of raw material received during the month (item-wise)
Description of the finished goods manufactured during the month
Number, quantity or weight of the finished goods manufactured during the month
Market value of the finished goods (item-wise)
Quantity / units of finished goods consumed in the prison during the month (item-wise)
Quantity / units of finished goods sold during the month (item-wise)
Rate at which sold (item-wise)
Amount remitted to the Treasury during the month
Cash in hand at the end of the month
Finished goods in stock at the end of the month (item-wise)
Raw material in stock at the end of the month (item-wise)
Remarks.
Signature of the Superintendent/ Deputy Superintendent

Form No. 32

Hospital Register

Date, month and year –

Serial number
Name of the prisoner, date of admission into the prison and his serial number in the Admission Register
Age and gender
State of health on admission
Labour employed in (inside the prison)
Date of admission in the hospital
Date on which the prisoner first complained of illness or was observed to be ill
Diagnosis
Period of stay in the hospital
Period in the convalescent gang
Date of release from the hospital
Reason for the release
Date and hour of death (in case of a death)
Date and hour when the deceased prisoner was last seen before his death by the Medical Officer or Medical Subordinate
Page number in the post-mortem register relating to the death
Special remarks (if any)
Signature of the Medical Officer

[illegible]

Form No. 35

Descriptive Roll of Prisoners Selected for Transfer from the _____ Prison & Correctional Home

Name of the prisoner with father's or husband's name
Serial number of the prisoner
Category
Age and gender
Height, weight and other distinguishing marks
Religion and community
Last known residence/ Address
Sections of the law charged/ convicted under
Sentence
Court
Date of expiration of the sentence
Unexpired period of the sentence
Class of labour on which employed at present
Date of transfer
Reason for transfer
Name of the facility transferred to
Present health condition and whether physically and mentally fit to be transferred
Previous occupation and level of education
Character of the prisoner in the prison
Whether an appeal has been made by the convict and the result of the appeal
Date of the order on the appeal
Signature of the Superintendent/ Deputy Superintendent

Form No. 36**Abstract of the Medical History****(in case of prisoners who are mentally ill)**

1. Name, age and gender-
2. Father's/ Husband's name –
3. Community –
4. Home address –
5. Confined in – since
6. Physical health –
7. Probable cause of insanity –
8. Type of insanity –
9. Duration of insanity, and if continuous, indicate the dates –
10. Has he at any time shown aggressive symptoms?
11. If so, when, and of what kind?
12. If reported safe, how long since the last manifestation of insanity?
13. Is he subject to relapses? If so, give dates.
14. Is he capable –
 - a. of taking care of himself?
 - b. of earning a livelihood?

Recommendations-

Signature of the Medical Doctor –

Form No. 37

List of prisoners and of Government and prisoners' property made over to the Officer-In-Charge of an Escort for transfer of prisoners

Name of the prisoner	Prisoner' s number	Father' s or husband' s name	Age and gender	Government property (give the details – description and number/ quantity of the articles delivered with the prisoner)	Private property (give the details – description and number/ quantity of the articles belonging to the prisoner)	Any instructions / information regarding any particular prisoner
----------------------	--------------------	------------------------------	----------------	-----------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

I acknowledge receipt of the above-named prisoners and property.

Dated the _____ 20

Name of the Officer-in-charge of the escort -

Designation -

Form No. 38

HISTORY TICKET

For Convicts

Barrack No _____

Berth No _____

Register No. & Sl. No. _____

Category _____

Name _____

Father's/ Husband's name _____

Court _____

Age _____

Section(s) _____

Case number _____

Date of Sentence _____

Sentence _____

Previous conviction(s) _____

Elects to appeal (Yes/ No) _____

Copy applied for on _____

Copy received on _____

Appeal Sent on _____

Date fixed for hearing _____

Date fixed for order _____

Result _____

Prisoner informed (Yes/ No) _____

Date of release _____

SIGNATURE OF THE DEPUTY SUPERINTENDENT _____

Form No. 39

HISTORY TICKET

For Under-trial prisoners

Barrack No _____

Berth No _____

Register No. & Sl. No. _____

Category _____

Name _____

Father's/ Husband's name _____

Court _____

Age _____

Section(s) _____

Case number _____

Previous conviction(s)

Dates fixed for appearance

1.

2.

3.

SIGNATURE OF THE DEPUTY SUPERINTENDENT _____

NOTE - In the event of conviction, this ticket is to be attached to the convict's history ticket

Form No. 40

Hospital Ticket

Register No.	
Date of admission	
Name	
Age and gender	
Weight on admission	
Work on which last employed	
Ward	
Disease/ ailment	
Treatment	
Diet	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of examination with remarks	
Date of discharge/ release from the hospital with remarks	

NOTE – The above is a format and as many entries as are necessary must be made for each day that the doctor examines the patient. The entry with regard to the date of discharge (on recovery) or release from the prison hospital (to another hospital) will be made only after the last date of examination has been recorded.

Annexure – XLI

Form No. 41

Bill for articles manufactured in the _____ Prison & Correctional Home

No. _____

Date _____

Name of the party to whom the articles are sold

Description of the article(s)

Weight of the article(s)

Quantity/ number of the article(s)

Rate per unit

Total amount

Manner of transaction – (Cash/ electronic transfer)

If electronically transferred, give the details

Signature of the Deputy Superintendent

Annexure – XLII

Form No. 42

GATE-KEEPER'S PASS No. _____

Date _____

Pass out the following articles for:

Name of the person	Description of the article(s)	Quantity/ Number/ Weight	Value (in Rupees)

Signature of the Deputy Superintendent

Annexure - XLIII

Form No. 43

**Inventory of cash and property in store on making over and assuming charge of the office of the Superintendent/
Deputy Superintendent _____ Prison & Correctional Home**

Charge of the office of _____ has been handed over on this, the (date) of (month), (year) to _____. The general cash, permanent advance, manufactured articles, raw materials, stocks of all description and the accounts of the prison have been examined and found to be correct in all particulars. The account books have been brought up-to-date and are correct in all particulars. The cash and property in hand as on this day, is as follows:

1. Cash in hand –
2. Raw food materials and their quantity/ weight/ number –
 - i)
 - ii)
 - iii)
3. Raw materials (for trades and manufacture) and their quantity –
 - i)
 - ii)
 - iii)
4. Manufactured articles and their quantity –
 - i)
 - ii)
 - iii)
5. Miscellaneous stocks and their quantity –
 - i)
 - ii)
 - iii)
6. Weapons (quantity and description) –
 - i)
 - ii)
 - iii)
7. Ammunition (quantity and description) –
 - i)
 - ii)
 - iii)

NOTE –The details of each item and its quantity/ weight/ number are to entered against Sl. 2-7 above, serial wise, as indicated. If there are more than three items against each entry, those items are to be indicated in continuation of the above, i.e., iv), v), vi), etc.

Relieved Officer

Relieving Officer

Annexure - XLIV

Form No. 44

Roster of Day and Night Duties of Warders

FOR THE WEEK ENDING _____

DAY DUTY		NIGHT DUTY	
MORNING		1ST WATCH	
Head Warder Gate Warders	_____ _____ _____ _____	Head Warder Gate Warders	_____ _____ _____ _____
AFTERNOON		2ND WATCH	
Head Warder Gate Warders	_____ _____ _____ _____	Head Warder Gate Warders	_____ _____ _____ _____
ON CASUAL LEAVE		3rd WATCH	
Head Warders 1. _____ 2. _____ 3. _____		Head Warder Gate Warders	
Warders 1. _____ 2. _____ 3. _____		_____	
ON EARNED LEAVE		4th WATCH	
Head Warders 1. _____ 2. _____ 3. _____		Head Warder Gate Warders	
Warders 1. _____ 2. _____ 3. _____		_____	

Signature of the Deputy Superintendent

Signature of the Superintendent

Annexure - XLV

Form No. – 45

Record of Items of Uniform Issued

Date –

Item of uniform	Quantity issued	To whom issued	Signature of the receiver
-----------------	-----------------	----------------	---------------------------

- | | | | |
|------------------------|--|--|--|
| 1. Jacket | | | |
| 2. Shirt | | | |
| 3. Trousers | | | |
| 4. Cap | | | |
| 5. Lanyard and whistle | | | |
| 6. Badge | | | |
| 7. Shoulder Badge | | | |

Signature of the Superintendent/ Deputy Superintendent

N.B. – To be attached to the Service Book

Annexure - XLVI

Form No. - 46

UNDERTAKING

Ref. to rule no. 799 of the Meghalaya Prison Manual

(To be submitted to the Prison Superintendent)

I am/ we are enclosing a Demand Draft/ Bankers' Cheque of Rs. 1 Lakh and undertake that if I/ we violate any guidelines/ instructions of the Authorities, the same may be forfeited.

I/ we also undertake that: -

- a. Only one recording device as permitted by the Superintendent, shall be carried.
- b. No hidden recording devices shall be carried.
- c. All equipment (Handycams/ Cameras/ tape recorders/ Dictaphones etc.) shall be handed over to the Jail Superintendent at the end of the visit, on the same day, and shall be collected from the Superintendent within the time and in the manner directed by him.
- d. The news article/ magazine article/ web-based article shall be written in accordance with the norms, ethics and conduct as prescribed by the Press Council of India.
- e. The research paper(s)/ documentary(ies)/ film(s)/ article(s)/ book(s) shall not be published/ released without receiving the 'No Objection Certificate' from the State Government and only the vetted and approved material shall be published.
- f. The documentary/ article/ paper/ book or any content thereof shall be immediately withdrawn from circulation if so directed by the State Government.
- g. No portion of the documentary/ articles/ paper/ books or any content thereof other than the vetted material as mentioned at (d) and (e) above, shall be released to the media/ social media.

Name –

Signature –

Date –

Name of the Authority/ Organization –

Seal of the Authority/ Organization –

Instructions to the Superintendent:

- a. The entire recording shall be played back by the Superintendent. Any portion of the recording found to be objectionable shall be deleted.
- b. The final version of the documentary film/ research paper/ articles/ books to be released/ published is to be submitted by the Superintendent to the State Government through the Director/ Inspector General of Prisons for the 'No Objection Certificate' for its publication/ release.
- c. The documentary film/ research paper/ articles/ books shall not be released/ published without the 'No Objection Certificate' of the State Government.
- d. The equipment shall be returned to the owner(s) and in any case, not later than three days from the date of deposit of the equipment with the Superintendent.
- e. In case of violation of these guidelines and the undertaking given by the visitors, the Superintendent shall forfeit the security deposit and initiate suitable legal action against the visitor(s).
- f. These guidelines shall be applicable to all visitors, whether foreigners or Indians including companies, press, researchers, film makers, etc.

VOLUME - II

CHAPTER – I

Glossary of Terms and Abbreviations

1. Glossary of Terms and Abbreviations:

- i. Training Manual: A training manual is a book of information and instructions outlining the structure and components of a training programme. This Training Manual for the Basic Course for Prison Officers and staff provides the State's Department of Prisons and Correctional Services a comprehensive plan and structure for the training.
- ii. Training Module: A training module is a standardized self-contained segment which forms part of the training manual.
- iii. Indoor Main: Module for a subject which has more content and the examination is conducted for 3 hours' duration for 100 marks.
- iv. Indoor Subsidiary Module: Module for a subject which has relatively less content and the examination is conducted for 1.5 hours' duration for 50 marks.
- v. Lecturing Method: This is the most traditional method used in teaching and training. Lecturing is a teaching method that involves primarily, an oral presentation given by an instructor to a body of students or trainees.
- vi. PPT: Power Point Presentation.
- vii. Q & A: Question and Answer.
- viii. Role-play: Role play is a training technique in which people are presented with a real or artificial environment in which they are exposed to some kind of case or situation requiring their participation in the form of roles.
- ix. Group discussion: It is a systematic and purposeful interactive oral process. Here, the exchange of ideas, thoughts and feelings takes place through oral communication. The exchange of ideas takes place in a systematic and structured way. The participants sit facing each other almost in a semi-circle and express their views on the given topic/issue/problem.
- x. Duration: Period of time

CHAPTER – II

TRAINING

2. **Object of the Training:**

- i. The training of officers and staff working in the Prison Service shall aim at developing their competence which includes thorough knowledge and understanding of duties, tasks, responsibilities, roles and work environment related to the job.
- ii. While education with emphasis on custodial and security procedures and aspects of correctional service will form the main frame of training, its curricula will address a wide range of individual needs.
- iii. Relevant knowledge and skills as required by officers in the correctional criminal justice system will be identified and training therein imparted.
- iv. To adequately meet the need of basic training, in-service courses and specialized training for officers and various other ranks of Prison Service, Syllabi giving the subject details, duration of training, classes and training materials required to conduct training, will be laid down. Each training module shall indicate the learning objectives.

3. **Personnel Training:**

Training Institutes should impart training to the Prison Officers and staff for the acquisition of necessary knowledge and techniques. The senior and middle level officers shall be imparted basic/in service and refresher training in the regional institutes established in the four regions of the country.

4. **Basic Training:**

- i. For officers: The Basic training will be of 12-months' duration.
This duration is divided into three phases as described below:
 - a. Phase-I, the initial 8 months and 2 weeks' period:
This Phase-I will consist of 2-stages; Stage-I will be of 7-months and 2 weeks' duration and Stage -II will be of 1-month duration;
 - b. Phase-II, the next 3 months' period;
 - c. Phase-III, the final 2 weeks' period.
- ii. The syllabus for the Basic Training for Officers of the Prison/ Correctional Service is given at Annexure – I.

- iii. For warders: The Basic Training Course for Prison Service Warders will be of a 9-month and 2-weeks' duration. This duration will be divided into three Phases as mentioned below:
 - a. Phase-I, the initial 7 months' period;
 - b. Phase-II, the next 2 months' period;
 - c. Phase-III, the last 2-weeks' period.
- iv. The syllabus for the Basic Training for Warders of the Prison Service is given at Annexure – II.

5. **In-Service, Refresher Course, Specialized Course:**

- i. The In-Service, Refresher Course, Specialized Courses should be conducted in a recognized Training Institute for the professional up-gradation of skills and knowledge of the officers and other ranks of the Prison Service.
- ii. Promotion of non- Gazetted cadres of staff of the Prison Service shall be based on their successful completion of promotion/ cadre courses for which the Director General/Inspector General of Prisons may issue necessary instructions with the prior approval of the Government.
- iii. The Government will issue necessary notification(s) based on the recommendations of the Director General/Inspector General of Prisons with regard to In-Service, Refresher Course, Specialized Courses for the Officers and Warders and other ranks of the Prison Service.

6. **Training Modules:**

- i. A Uniform Training Module including course content, syllabi, curriculum, etc., will be prepared for providing training at various levels to the Prison Staff including the staff in the field of Correctional Administration.
- ii. Quality training modules which are scientific and easily understandable should be developed on the contents of the subject matter of Prison Service.

7. **Selection of trainers:**

Potential trainers should have the following qualities: -

- i. Good experience in Prison Service.
- ii. Openess to new ideas and willingness to learn and share knowledge.
- iii. Good communication skills.
- iv. Good inter-personal skills.
- v. Abundant patience, with a positive and helpful attitude.

8. Training Advisory Board:

A Training Advisory Board will be constituted by the Government to be headed by the DG/IG Prisons and Correctional Services and consisting of other senior Officers of the Department. The terms of reference for the Committee will be as follows:

- i. To assess training needs, frame, review and update the content and quality of the training syllabus and training methodologies and recommend changes that are required to be made therein for the Basic and other training courses for Officers, Warders and other ranks of the Department. The Board may invite any other expert to attend the meeting as and when considered necessary.
- ii. The term and functions of the Training Advisory Board shall be as follows:
 - a. The term of the Board will be of 3 years from the date of its constitution.
 - b. The Board shall meet at least once in a year to review the Syllabus and the quality of training.
 - c. The Board will examine the quality of training and recommend the required up-to-date changes in the training curriculum.
 - d. The Board shall advise the Training Institute on the Syllabus, development of training modules and other aspects of training.
 - e. It shall also be the duty of the Training Advisory Board to obtain the opinion of the Sub-ordinate officers/staff of the Department for the formulation of constructive syllabi.
- iii. The proceedings of the Board in its meetings shall be recorded and a copy of the same should be forwarded to the Government in the Prisons and Correctional Services Department for their record.
- iv. Proposals for any change(s) required in the training curriculum along with a copy of the recommendation of the Training Advisory Board should be moved to the Government for approval.

9. Training:

- i. Besides national Training Institutes, the Government in the Department of Prisons and Correctional Services may seek inter-departmental co-ordination with the Home (Police) Department for imparting basic and specialized in-service and promotional training courses for officers and other ranks of the Department, in the Meghalaya Police Academy and Arms training and Classification Range Firing practice in State Police Battalions.
- ii. The Government in the Department of Prisons and Correctional Services may look into similar arrangements to develop training and human resource development in collaboration with other stakeholder organizations such as Universities, the Meghalaya Judicial Academy, Law College, North Eastern Police Academy and other Uniformed Service Training institutes, etc., for imparting various courses to the Officers and other ranks of the Department.

10. **Inclusion of State-specific Topics/Rules:**

The Director General/Inspector General of Prisons may add topics which are deemed relevant, in the curriculum/modules.

11. **Feedback of Training Sessions:**

The Head/Director of the Training Institute will formulate a mechanism for seeking feedback from trainees regarding training sessions, on a regular basis.

12. **Question Paper Pattern:**

- i. The Head/Director of the Training Institute will formulate a mechanism for setting question papers for the subjects covered under Indoor Main Modules and the subjects covered under Indoor Subsidiary Modules.
- ii. Question Papers should be confidentially and reliably prepared as a tool for unbiased examination.
- iii. As the preparation of question papers is highly confidential, it should always be done by external examiners such as senior officers of the Department for the subject of Prisons and Correctional Administration and subject experts for other subjects, either from Universities or reputed local colleges.

13. **Evaluation of Answer Papers:**

Evaluation of answer sheets should be done by the persons who have prepared the Question Papers.

14. **Revaluation of Answer Papers:**

The Director / Head of the Training Institute shall avail the services of an expert in the concerned subject for revaluation of any answer sheets in case of any request/ appeal over the evaluation of such answer sheets subject to payment of the prescribed revaluation charges by the trainee.

15. **Minimum Marks and Attendance Required for Passing the Examination:**

The minimum percentage of marks required for successful completion of the course is 40% of the total marks in each subject. A minimum of 85% of the total number of days prescribed for class attendance is also required to pass the training successfully.

16. **Grace Marks:**

The Head of the Training Institute may grant grace marks to the trainees on the following scale and conditions:

- i. A trainee who has failed in any number of subjects may be given up to 5 marks for the failed subjects, in order that he may be deemed to have passed all the subjects.

- ii. The final marks after grace marks may not exceed the minimum pass mark required (i.e., 40% of the total marks).
- iii. If a trainee has passed in all the subjects except one, then a maximum of 10 marks can be given as grace marks for the failed subject.
- iv. The maximum marks so obtained, shall not exceed the minimum marks required for passing.
- v. The maximum grace marks given to the trainee in all the subjects together, shall not exceed a total of 20 marks.

17. **Internal Assessment:**

- i. Internal assessment is done by the faculty members and instructors, who handle indoor and outdoor subjects.
- ii. Internal assessment marks are given on criteria based on the trainee's discipline, respect for authority, punctuality in indoor and outdoor classes, attendance during training, behaviour in the class room and on the ground, hostel and mess, smartness, turn-out in uniform and positive attitude towards training.

18. **Viva Voce:**

- i. Viva voce is a face-to-face examination of the trainee to assess the trainee's knowledge and understanding of the indoor and outdoor subjects, to assess what was learnt during training and the knowledge generated by the individual officer/ staff to affiliate him to the work.
- ii. A senior officer of the Department in the rank of Assistant Inspector General of Prisons and Correctional Services or above shall be invited as external examiner for the Viva Voce.
- iii. A senior officer of the Department in the rank of Assistant Inspector General of Prisons and Correctional Services or above shall be deputed to the Meghalaya Public Service Commission (MPSC) as subject expert for the detailed oral examination of the candidates, for direct recruitment of Prison/Correctional Service Officers.

19. **Director's Assessment or Assessment of the Head of the Training Institute:**

The Director or Head of the Training Institute will have the power to award 20 marks based on his assessment of the trainees, in respect of their overall performance (as observed by the Director/Head) in indoor and outdoor activities, discipline and interest shown in all the activities throughout the training.

20. **Passing out Parade:**

Basic training shall culminate in a ceremonial Passing-out Parade.

21. **Best All Rounder Medal:**

The Best All Rounder Medal should be awarded to a trainee who has performed extremely well in examinations and consistently well in overall training.

22. Other Medals /Awards:

- i. There shall be awarded a medal for the best trainee in Outdoor activities for all batches.
- ii. The Director General/Inspector General of Prisons and Correctional Services may decide on other medals that may be awarded, based on the need and availability.

23. Disqualification for award of a medal:

A trainee with a record of persistent misconduct during the training period may be disqualified even if he scores the highest marks in a subject/ subjects and the same may be awarded to the candidate who scores the second - highest marks but has better conduct and character. Records of persistent misconduct should be well documented and kept.

24. Handbook for Trainees:

- i. A Handbook for Trainees containing General Instructions should be prepared and issued at the Training Institute to the trainees for strict observance of the rules and regulations during their training period at the Institute.
- ii. Such handbook of instructions should also cover Hostel/ Mess regulations, discipline and conduct of the trainees.

25. Short Term Thematic Training:

Such training interventions will be made available to employees, preferably once in two years, with an objective to build their Professional Competence in relevant themes such as Technology in Prison and Correctional Administration, systems and processes improvement, Incident Response System in prison administration, etc., Leadership Development, Stress Management, Ethics and values in Governance, etc.

26. Workshops/Seminars/Conferences:

Middle or Senior Level Prison and Correctional Service Officers will attend National and International Workshops/Seminars/ Conferences, etc., on management practices, sustainable approaches, etc.

27. Specialized Training Courses:

Specialized training courses should be imparted to the Prison and Correctional officers and staff on the following subjects.

- i. Incident Response System-challenges and solutions in prison administration.
- ii. Prisoner's rights and entitlements – Laws, policies and apparatus, national and international perspective.

- iii. Technology in prison administration.
- iv. Any customized course as decided by the Director General/Inspector General of Prisons.
- v. Stakeholders' co-ordination and leadership development course.
- vi. Training of trainers.

28. Incident Response System–Challenges and Solutions in Prison Administration:

Objective	Content	Pedagogy	Level of participants
Understanding changing concepts and ability to apply principles.	Updates on prison management, including security, custody, emergencies, trends, operational administrative issues, de-radicalization, best practices, etc.	Small group discussions, power point presentation (ppt), arguments, lectures, case studies, facilitation, etc.	Asst. Superintendent to the Superintendent of a Prison and Correctional Home.

29. Prisoners' Rights and Entitlements–Laws, Policies and Apparatus, National and International Perspective.

Objective	Content	Pedagogy	Level of participants
Understanding changing concepts and ability to apply principles.	Updates on international covenants, law of the country, MHA Advisories, Supreme Court directions, local laws, rules and procedures, oversight mechanisms including the Board of Visitors, Under Trial Review Committee, free legal aid instruments and best practices balancing the rights and duties of prisoners.	Small group discussions, ppt, arguments, lectures, case studies, facilitation etc.	Asst. Superintendent to the Superintendent of a Prison and Correctional Home.

30. Technology in Prison Administration:

Objective	Content	Pedagogy	Level of participants
Updates in technology and acquiring skills to operate and process equipment.	E-Prisons, video conferencing, prison management software, ICJS, CCTVs, security gadgets, best practices, ecourts, NHRC/MHA/BPR&D/ UNODC/PRI websites, RTI-proactive disclosure, prison websites, updating content, etc.	Small group discussions, ppt, arguments, lectures, case studies, facilitation, etc.	All Levels

31. Customized Course as decided by the Head of the Department :

Objective	Content	Pedagogy	Level of participants
To impact training as demanded by local needs.	To be decided by the HOD and to include the advisories of MHA and Supreme Court directions on the relevant topics, e.g. – Repatriation of Foreign National prisoners-process and requirements, etc.	Small group discussions, ppt, arguments, lectures, case studies, facilitation, etc.	All Levels

32. Stakeholders' Co-ordination and Leadership Development Course:

Objective	Content	Pedagogy	Level of participants (in equal numbers)
To update every stakeholder in prison management on the subject domain and to create an environment of co-operation and co-ordination.	Subject domain of every stakeholder in Prison Administration to be covered and provision of an informal forum for face –to- face deliberations on operational and administrative issues.	Small group discussions, ppt, arguments, lectures, case studies, facilitation, etc.- to liaise with the Police, Judicial Officers to organize this course.	All Levels

33. Training of Trainers:

Objective	Content	Pedagogy	Level of participants (in equal numbers)
To train the Prison and Correctional Officers as trainers for imparting training on various issues of Prison and Correctional Administration.	Policy, Legal requirements, Institutional structure, technology and related issues of Prison and Correctional Administration. Communication skills and skills on Pedagogy to be imparted.	Small group discussions, ppt, arguments, lectures, case studies, facilitation, etc.	All Levels

34. Vertical Interaction Course – (For Senior Prison Officers):

Objective	Content	Pedagogy	Level of participants (in equal numbers)
To provide a platform for face –to- face interaction, to apply modern principles of prison management.	To discuss operational and administrative issues of prison administration, premature release of prisoners with focus on the rights and entitlements of prisoners.	Interaction, lectures, ppt, group discussions, case studies, facilitation, etc.	Director General/ Inspector General/ Assistant Inspector General of Prisons and Correctional Services, NGOs.

ANNEXURES**ANNEXURE – I****1. Training Manual for the Basic Course for Prison Officers:**

The duration of the Basic Course for Prison Officers will be 12 months.

This period will be divided into 3 Phases as follows:

- i. Phase-I, the initial 8 months and 2 weeks' period: This Phase-I will consist of 2- stages.
Stage-I will be of 7-months and 2 weeks' duration and Stage-II will be of 1-month duration;
- ii. Phase-II, the next 3 months' period;
- iii. Phase-III, the final 2 weeks' period.

2. Training Activities:

Phase	Components / Activities	
Phase - I	Stage – I	<ul style="list-style-type: none"> ▪ Regular Indoor and Outdoor Sessions ▪ Field Visits ▪ Study Tour ▪ Specialized Short-term Courses and Training Sessions.
	Stage – II	<ul style="list-style-type: none"> ▪ Examinations ▪ Passing Out Parade Practice ▪ Passing Out
Phase - II	▪ Institutional Attachment for Practical Training	
Phase - III	▪ Debriefing and Performance Appraisal of Trainee Officers' Institutional Attachment.	

3. Total Training Duration:

Phase – I	
Stage – I	
Number of days available (30 x 7) + (7 x 2)	224 days
Less Sundays & 2 nd Saturdays (Sundays – 4 x 8 = 32; 2 nd Saturdays – 1 x 8 = 8)	40
Less Other Holidays (1 x 8 = 8, Average one holiday in each months)	8
Less Total	-48

Total Available Days in Phase-I: Stage - I	224 – 48 = 176 Days
Less 15 Days of Study Tour	15
Less Field Visit Days	10
Less Days for Specialized Short -term Courses and Training Sessions	18
Less Total	-43
Total Available Days in Phase – I for Indoor & Outdoor Training	176-43=133 Days
Stage – II	
Number of days available during the 9 th Month (1 x 30)	30 days
Less Sundays and 2 nd Saturdays (Sundays – 4 x 1; 2 nd Saturdays – 1 x 1 = 1)	5
Less one holiday	1
Less Total	-6
Total Available Days in Phase-I: Stage-II for Examinations; POP etc.	30-6 = 24 days
Phase-II	
Number of days during 10 th to 12 th Month (30 x 3)	90 days
Less weekly off (3 x 4 = 12)	12
Less other Holidays (1 x 3 = 3; Average one holiday in each month)	3
Less Total	-15
Total Available Days in Phase-II	90-15 = 75 Days
Phase – III	
Number of days available during 2 – weeks (7 x 2)	14 days
Less Sundays	2
Total Available Days in Phase - III	14-2 = 12 Days
Total Training Days in 12 Months	176+24+75+12 =
	287 Days

4. Training Modules for Phase-I (Stage – I) of Training:

There are a total of 10 modules, out of which 8 are main modules and 2 are subsidiary modules.
The list of these indoor modules is given below:

- i. Prison and Correctional Administration
- ii. Criminology and Victimology
- iii. Penology and Alternatives to Imprisonment
- iv. Psychology
- v. Sociology and Social Work
- vi. Criminal Laws and Minor Acts
- vii. Human Rights and Good Prison Management
- viii. Constitution of India
- ix. Management Principles for Prison Officers
- x. Technology in Prison Administration.

5. Calculation of the Training Period: Indoor Modules:

Total number of days available for Indoor Training	133 Days (111 weekdays and 22 Saturdays)
Monday to Friday (111 days) : - Forenoon = 3 hours for indoor class Total = 3 hours x 111 days = 333 hours	333 hours
Afternoon = 1.5 hours for indoor class Total = 1.5 hours x 111 days = 166.5 hours	166.5 hours
Saturday (22 days) Forenoon = 3 hours indoor class only Total = 3 hours x 22 days = 66 hours	66 hours
Total number of hours required for completion of all indoor Modules	565.5 hours

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-1
Module Title	:	Prison and Correctional Administration
Duration	:	137 hours
Medium of Instruction	:	English

CONTENTS

Unit No.	Subject
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Unit - 1.....	Prisons: A Historical Perspective
Unit - 2.....	A Brief Overview of Important Legislations on Prisons
Unit - 3.....	Organization of Prison Institutions
Unit - 4.....	Administration of Prison Institutions
Unit - 5.....	Admissions, Classification and Daily Routine of Prisoners
Unit - 6.....	Security in Prisons
Unit - 7.....	Discipline and Custodial Management
Unit - 8.....	Emergencies in Prisons
Unit - 9.....	Prisoners' Diet and Clothing
Unit - 10.....	Medical and Health Care Administration in Prisons
Unit - 11.....	Prisoners' Contact with the Outside World
Unit - 12.....	Welfare and Treatment Programmes for Prisoners
Unit - 13.....	Remission System and Premature Release of Prisoners
Unit - 14.....	Prison Oversight Mechanisms
Unit - 15.....	Important Commissions/ Committees on Prison Reforms

Unit – 1**Prisons: A Historical Perspective**

The learning objectives in this unit are as follows:

- i. Trainee officers will have a clear understanding about the origin and development of prisons;
- ii. They will know about various forms of prison designs and prison architecture during the past;
- iii. They will know about the history of prison offences and punishments for these offences.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	History of Prisons: Origin of Prisons – Prisons in ancient periods – Prisons in various forms: Jails; Bridewells; Workhouses; Maison De Force; Hospice of San Michele; the Quakers and Eastern State Penitentiary; Pennsylvania Model; Auburn Silent System; Panopticon Model – Prison life in olden days: punishments and prison offences.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT
2.	History of Prisons in India: Prisons in ancient and medieval times – Vedic period; Mughal Period – Prisons under the British Rule: A brief overview of various Jail Commissions/ Committees of 1836-38, 1877, 1888-89, and progress from 1889-1893	3 hrs	<ul style="list-style-type: none"> ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play
Practicals / Assignment: a. Arrange visits to prisons and ask the trainee officers to prepare brief reports about such visits. Also show them videos with relevant content. b. Ask the trainee officers to write assignments on the development of prisons in India.			<ul style="list-style-type: none"> ▪ Q & A
Total duration		6 hrs.	

Unit-2**A Brief Overview of Important Legislations on Prisons****Learning objective:**

The trainee officers will gain a good knowledge and understanding of the important prison related legislations during the British rule and after independence.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Brief Overview of Important Legislations: The Prisons Act, 1894 – The Prisoners Act, 1900 – The Transfer of Prisoners Act, 1950 – The Prisoners (Attendance in Courts) Act, 1955 – The Repatriation of Prisoners Act, 2003.	2 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	a. Assignments.	–	
	Total duration	2 hrs.	

Unit – 3

Organization of Prison Institutions

Learning Objectives:

The trainee officers will –

- i. Have a good understanding about the organization of prison institutions in the state;
- ii. Have a thorough understanding of the hierarchy of officers, their designation and related aspects such as their duties and responsibilities;
- iii. Have an understanding of the discipline and welfare of the Prison and Correctional staff, etc.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prison Organization: Prison Headquarters – Organization – Types of Prisons: Central Prisons, District Prisons, Women Prisons, Special Sub Jails, High Security Prisons, Open Prisons, Open Camps, Semi Open Prisons – Borstal Schools, Warders' Training Institutes – Prison Officers' Training Institutes, etc.	4.5 hrs.	
2.	Prison Hierarchy: Director General of Prisons and Correctional Services/Inspector General of Prisons and Correctional Services/Assistant Inspector General of Prisons and Correctional Services/Superintendent – Deputy Superintendent – Asst. Superintendent – Duties and responsibilities.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
3.	Staff-Discipline and Welfare: Duties and Responsibilities of each Staff Member – Uniform – Knowledge of Rules – Week off – Welfare Committee – Living Facilities – Inspection of Staff Quarters.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play ▪ Q & A
4.	Prisons Administration and the Central Government: Ministry of Home Affairs – Centre State Division – Prison Reforms – Advisories / Guidelines – Modernization of Prisons Scheme – Correctional Service Medals – MHA Annual Report.	1.5 hrs.	

Practicals/ Assignments: a. Ask the trainee officers to visit different types of prisons inside and outside the state. Try to find out differences in organizational structure, hierarchy, designations, etc. and other aspects, and prepare reports.		
Total duration	15 hrs.	

Unit – 4**Administration of Prison Institutions****Learning objectives:**

The trainee officer will:

- i. Have an understanding about the general administration of prisons;
- ii. Understand accounts and financial management in prisons;
- iii. Learn maintenance of cash books;
- iv. Know about the preparation of pay bills, budget statements, etc;
- v. Know about the importance of public relations and co-ordination with other departments.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	General Administration: Office Procedures – Accounts & Financial Management – Various Cash Books – Maintenance of the Cash Book and Other Registers – Preparation of Pay Bills – Preparation of the Statement of Accounts and the Annual Budget and the Revised Budget Statement.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Public Relations and Co-ordination with Other Departments: Public Relations – Relations with the Police Department, Judiciary, Social Welfare Department, Education Department, Health and Family Welfare Department, Public Works Department, Media, NGOs, etc. [– Right to Information Act – Suo Motu disclosure of Information.]*	4.5 hrs.	
Practicals/Assignment: <ol style="list-style-type: none"> a. Attach the trainee officer with different sections in the prisons to know about accounts management and other routine procedures. b. Arrange visits to police stations, offices of senior police officers, courts etc. 			
Total duration		10.5 hrs	

Unit – 5**Admissions, Classification and Daily Routine of Prisoners****Learning objectives:**

The trainee officers will:

- i. Know the procedures followed during admission of prisoners;
- ii. Understand the maintenance of prisoners' private property;
- iii. Understand the classification of prisoners and its procedures;
- iv. Know about the major categories of prisoners;
- v. Learn about the regular activities and disciplinary measures in prisons.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Admission and Classification of Prisoners: Quarantine – Remand Prisoners – Under-trial Prisoners – Ordinary Class and Special Class Prisoners – Convicts: A, B, C Class – Simple Imprisonment and Rigorous Imprisonment – Short Term and Long Term Prisoners – Labouring and Non- Labouring Prisoners – Adolescents.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Categorization of Prisoners and Maintenance of their private property: Detenues; Categories of Detenues and their Treatment – Prisoners Sentenced to Death – Maintenance of the private property of prisoners.	3 hrs.	
3.	Prison Routine: Daily Routine – Main Gate operations – Unlocking and Lockup of the prisoners – Counting/ Census – Escort – Extra Mural Gang – Night Duty.	3 hrs.	
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Attach the trainee officers to the admission section and show them how the admission is being done, the procedures involved, ways of classification, etc. b. Arrange visits to prisons and take them to different blocks/barracks meant for different categories of prisoners and explain the differences in facilities, restrictions and daily routines of different categories of prisoners. c. Engage the trainee officer in main gate operations, locking/unlocking, counting, escorting, etc. 		
Total Duration		12 hrs	

Unit – 6

Security in Prisons

Learning objectives:

The trainee officers will:

- i. Have a clear understanding of the types of prison security, aspects of prison security, levels of security, risk assessment, measures of security and enforcement of security;
- ii. Have knowledge about various security measures and equipments;
- iii. Have thorough knowledge of contrabands, type 'A' search and searching procedures to detect contraband;
- iv. Gain understanding of the procedures for searching prisoners, staff and visitors and principles of searches.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prison Security: Aspects of Physical, Procedural and Dynamic Security – Individual Assessment of Risk – Levels of Security – Use of Physical Restraints and their Regulation – Categorization of Prisoners (High security Prisoners, Medium Security Prisoners, Minimum Security Prisoners) – S1, S2, S3 & S4 categorization – Conducting Security Audits in Prisons – Preventing Radicalization of Prisoners and De- radicalization	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Measures of Security: Out of Bound Areas – Security of Walls – Gates – Barracks – Cells – Daily Inspection – Lighting – Prohibited Articles and their Control-Locking and Unlocking – Custody of Security Equipment and Tools – Fire Arms Control – Censoring of Letters – Interviews – Intelligence Gathering and Utilization of Local Intelligence Agencies – CCTV Systems – Metal Detectors (HHMD & DFMD) and Walkie Talkies – Wireless Communications – Alarm Parade – Electronic Gadgets – Measures to be taken for safe and secure transportation of prisoners.	6 hrs	

3.	Searches: Reasons for Search – Procedures for Conducting a Search – Principles of Search – Types of Search: Pat/ Rub-down Search; Strip Search : Special Search; Routine Search – Security Search/Check – Searching of Inmates – Searching of Visitors – Searching of staff – Smuggling of Contraband and its Prevention – Reward for Detecting / Seizing Contrabands – Identification of Drugs / Narcotics – Procedures to be followed after recovery of contrabands like drugs; mobile phones etc. and their disposal.	6 hrs.	
	Practicals/ Assignment: a. Arrange visits to prisons and demonstration of security measures. b. Ask the trainee officers to write assignments on physical, procedural and dynamic security and case studies of escapes and analysis.		
	Total duration	18 hrs.	

Unit – 7**Discipline and Custodial Management****Learning objectives:**

The trainee officers will:

- i. Have an understanding of the importance of maintaining prison discipline;
- ii. Have knowledge of prison offences and punishments;
- iii. Appreciate the principles of natural justice in punishing prisoners for prison offences;
- iv. Understand disciplinary procedures.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prison Discipline and Custodial Management: Importance of Discipline in Prisons – Rights and Duties of Prisoners – Prison Offences – Minor Offences; Major Offences – Punishments – Procedures – International Standards – Principles of Natural Justice – Restrictions on Certain Punishments – Management of Political Arrests – Temporary Jails.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
	Practicals/ Assignment: <ol style="list-style-type: none"> a. List out the forms of prison offences – minor and major and analyse how such offences affect the smooth functioning of prisons. b. Allow the trainee officers to visit prisons and provide them opportunities to witness procedures followed in dealing with prison offences. 		<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play ▪ Q & A
	Total duration	4.5 hrs.	

Unit – 8**Emergencies in Prisons****Learning objectives:**

The trainee officers will:

- i. Have a clear understanding about general situations of crises/emergencies in prisons and responses to deal effectively with them;
- ii. Have knowledge of medical emergencies in prisons.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	General Emergencies: Escapes – Riots – Outbreaks – Fire – Hunger Strikes – Violent Protests/Agitations – Overcrowding – Natural Calamities – Hostage Situations.	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Medical Emergencies: Suicides – Death – Communicable diseases – Epidemics – Accidents etc.	4.5 hrs	
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Organize a special session and make use of illustrations/ case studies on various forms of prison emergencies such as escapes, riots, hostage situations, etc. and ask the trainee officers to identify what went wrong and key learning points in such cases. b. Arrange for video shows and movies with the relevant theme on prison escapes, riots, etc. c. Arrange for interactions with key figures who have survived and handled emergency situations in prisons. d. Arrange for interactive sessions for Medical Officers in the prisons regarding prison emergencies. e. Organize specialized training sessions on Medical Emergency, First Aid, CPR, safety measures, etc. 		
Total duration		10.5 hrs.	

Unit – 9**Prisoners' Diet and Clothing****Learning objectives:**

The trainee officers will:

- i. Have an understanding of prisoners' diet;
- ii. Have clear understanding about kitchen management and its supervision;
- iii. Have an understanding of the procedures relating to the general maintenance of clothing and bedding.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Diet: Various Categories of Prisoners – Preparation of the Daily Indent and Issue – Maintenance of the Ration Register and Procedure for Purchase – Dietary Articles and Procurement – Supervision of the Kitchen – Maintenance of the Kitchen – Different types of Diet; labouring, non-labouring and hospital/ extra diets, special diet for pregnant inmates – Calculations of the Diet Scale – Diet Roll – Kitchen Slip and Distribution of Food – Pilferage – Waste Disposal – Hygiene and Food Poisoning – Types of cooking; gas cooking, steam cooking etc.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
2.	Clothing and Bedding: Issuance of Clothing and Bedding – Scale of Clothing and Bedding issued to prisoners – Maintenance of Stores – Cleaning and Washing of Clothing and Bedding.	3 hrs.	<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals/ Assignment: <ol style="list-style-type: none"> a. Arrange for visits to prisons to study kitchen management, lectures on the importance of maintaining hygiene in prison and maintenance of the diet roll, kitchen slips and hospital diets. b. Arrange for visits to prisons to see how issuance of clothing and bedding is done. 			
Total duration		9 hrs.	

Unit – 10**Medical and Healthcare Administration in Prisons****Learning objectives:**

The trainee officers will:

- i. Have knowledge of medical service and healthcare in prison settings;
- ii. Know about the duties and responsibilities of the Medical Officer and other medical staff;
- iii. Know about different aspects of medical administration in prisons.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Medical service in Prison: Duties and Responsibilities of Medical Officers – Psychological and Psychiatric Services in Prisons – Medical Screening on Admission of Prisoners (NHRC Pro forma) – Procurement of Medicines and Disbursement – Procedures and Precautions – Treatment of Communicable Diseases – Psychological/ Psychiatric Services in Prisons.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Visit to prisons to find out the kinds of diseases that are more common among the prisoners and whether the medical facility available in the prison meets the minimum standard. b. Interaction between Medical Officers and prison psychologists/ psychiatrists. 		
Total duration		6 hrs.	

Unit – 11**Prisoners' Contact with the Outside World****Learning objectives:**

The trainee officers will:

- i. Understand prisoners' contact with the outside world, its importance and necessity, etc;
- ii. Understand petitions and appeals made by prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Interviews and Communication with Prisoners: Forms of Contacts – Visits; Letters; Phones; Emulakat – Importance of Regular Contacts – Interviews: Family Interviews; Interviews with Lawyers and the Police – Regulation of Interviews – Power of the Superintendent – Role of Officers in Interviews, Maintenance of Records – Role of Welfare Officers in Maintaining Contacts – Petitions of Prisoners and Appeals by Prisoners – Interview for Foreign National Prisoners – Use of Technological Advancements for Contact with the Outside World – Landmark judgments regarding interviews etc.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Arrange a visit to a prison and watch interviews – how they are conducted and interaction with prisoners on interviews. b. How modern communication technology can be implemented in prisons for interview – use of E-interview. 		
Total duration		6 hrs.	

Unit – 12**Welfare and Treatment Programmes for Prisoners****Learning objectives:**

The trainee officers will:

- i. Have an understanding about provisions related to various welfare measures in prisons;
- ii. Have an understanding of various types of vocational trainings provided for prisoners, running of prison industries, etc.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Reformative Measures: Role of the Correctional Staff (Welfare Officer/ Counsellor/ Psychologist, etc.) in Prisons – Reformation – Rehabilitation – Re-integration – Education for prisoners – Library facilities – Recreational activities – Cultural activities – Spiritual programmes – Prison Canteen – Legal aid – Legal aid for under trial prisoners – Rehabilitation – Support to families of prisoners – Collaboration with NGOs/CBOs/DLSAs etc.	6 hrs.	
2.	Vocational Training & Work Programmes: Vocational Training Courses: Collaboration with Govt. Approved Training Institutions for Certification – Prison Industries – Wages – Raw Materials – Finished Products – Purchase of Materials – Prison Stores – Sale of Finished Products, etc.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
3.	Best Practices in Prisons: Innovative Correctional Programmes – Best Practices from Other Countries etc.	1.5 hrs.	<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Find out about various educational programmes conducted in prisons. Write a report about these programmes. b. Is the Legal aid system really accessible to prisoners? Conduct a sample survey in a selected institute and present the findings. c. Arrange visits to various state prisons to learn about various innovative practices introduced there. d. Case studies of NGOs working with prisons on different aspects such as legal aid, counselling, play/art therapy, family support, post-release services, etc. 		<ul style="list-style-type: none"> ▪ Q & A
Total duration		12 hrs.	

Unit - 13**Remission System and Premature Release of Prisoners****Learning objectives:**

The trainee officers will:

- i. Have an understanding of the Remission System;
- ii. Have knowledge about the procedure for releasing prisoners under remission;
- iii. Other forms of temporary and permanent release of prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Remission System: Ordinary Remission – Special Remission – Remission Rules – Calculation of Remission – Release of Prisoners under Remission Rules – Mercy Release – Release under Section 432 and 433 IPC – Release under Amnesty – President's and Governor's power of pardon – Sentence Review Board – Important Court Rulings, etc.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos
2.	Temporary Release: Advisory Board – Parole/ Emergency Leave, Furlough/ Ordinary Leave – Legal Provisions / Acts on Temporary Release.	3 hrs.	<ul style="list-style-type: none"> ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Arrange for a visit to the remission section of the prison and practical demonstration to the trainee officers on how remissions, dates of release, etc., are arrived at. b. Assignment on the remission system and its benefits. 		
	Total duration	7.5 hrs.	

Unit - 14

Prison Oversight Mechanisms

Learning objectives:

The trainee officers will:

- i. Have a basic understanding about the need for prison oversight mechanisms and their roles in ensuring effective functioning of these mechanisms;
- ii. Have detailed knowledge of different types of oversight mechanisms;
- iii. Have an understanding of the functioning of the Board of Visitors and Under-Trial Review Committee;
- iv. Have a clear understanding of the role of official and non-official visitors in conducting regular prison visits.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prison Oversight General overview – needs – mechanisms under international and national laws – importance – roles of officers.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Types of Prison Oversight Mechanisms Internal/external – Key provisions – Jurisprudence – Implementation status in the state.	3 hrs.	
3.	Prison Visiting System – Board of Visitors History – Composition – Functions – Legal provisions of the Prisons Act, 1894 and State Prison Rules – Observation areas – powers and duties of visitors – Role of prison officers in facilitating visits.	3 hrs.	
4.	Under Trial Review Committee. History – Composition – Mandate – Criteria for eligibility processes – Action & Follow up – Role of Legal Services Authorities – Role of prison officers in preparation of lists of prisoners eligible for consideration by the Committee, reporting and follow up, etc.	3 hrs.	
Practicals/ Assignment: <ol style="list-style-type: none"> a. Attending meetings of the UTRC. b. Accompany Prison Visitors during a prison visit. 			
Total duration		12 hrs.	

Unit - 15**Important Commissions/ Committees on Prison Reforms****Learning objectives:**

The trainee officers will:

- i. Have an idea of notable Jail Reform Committees/Commissions;
- ii. Have an understanding of other key developments in the history of Indian prisons during the 20th and 21st Centuries.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prison Committees and Commissions in the 20th and 21st Centuries: Indian Jail Committee Report (1919-20) – Model Prison Manual (1958) – Report on Working Group of Prison Reforms in India (1972-73) – All India Jail Reforms Committee (1980-83) (the Mulla Committee) – National Expert Committee on Women Prisoners headed by Justice V.R. Krishna Iyer (1986-87) – Report of the Group of Officers on Prison Administration 1986-87 under the Chairmanship of Shri R. K. Kapoor, IPS – The Model Prison Manual 2003-2016 – Micro Mission: 08 under National Police Mission for Prison Reforms.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: a. Assignments on major recommendations of Prison Reforms Committees and the status of their implementation in the state prisons.	-	
Total duration		6 hrs.	

Training Manual Title	Training Manual for the Basic Course fo Prison Officers
Training Phase	I
Module Category	Indoor Main (Exam in 100 Marks)
Module No.	ID-2
Module Title	Criminology and Victimology
Duration	65 hours
Medium Instruction	English

CONTENTS

Unit - 1..... Criminology: Conceptual Background and Extent of the Crime Problem.

Unit - 2..... Theories of Crime and Delinquent Behaviour

Unit - 3..... Typology of Crimes and Crime Prevention

Unit - 4..... Children in Conflict with the Law and the Juvenile Justice System

Unit - 5..... Victimology: Conceptual Background and Types of Victims

Unit - 6..... Victims and the Criminal Justice System

Unit - 7..... Restorative Justice and Peace-making Criminology

Unit – 1**Criminology: Conceptual Background and Extent of the Crime Problem****Learning Objectives:**

The trainee officers will:

- i. Understand the concept of crime, criminal behaviour and criminology;
- ii. Assess the different types of social control methods, social defence and private defence mechanisms;
- iii. Differentiate between criminal and non-criminal behaviour;
- iv. List the components of the criminal justice system and describe the criminal justice process in India and how it evolved;
- v. Recognize the major source of data on crime trends and patterns;
- vi. Learn about the nature and extent of the crime problem and the importance of criminological knowledge in the correctional set up.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Conceptual Background: Concept and definition of Crime – Law – Criminal Behaviour – Criminology – Scope of Criminology.	1.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Reaction to Crime: Formal and informal social control methods – Social defence – Self policing and private defence – Concept of the Criminal Justice System.	1.5 hrs.	
3.	Extent of the Crime Problem: Purpose of crime statistics – Official statistics published by NCRB: Crime in India; Prisons Statistics India; Accidental Deaths and Suicides in India; Finger Printing in India, etc. – Reliability.	3 hrs.	
Practicals / Assignment: <ol style="list-style-type: none"> a. Assignments b. Institutional Visits 			
Total duration		6 hrs.	

Unit – 2

Theories of Crime and Delinquent Behaviour

Learning Objectives:

The trainee officers will:

- i. Understand the historical evolution of criminological theory;
- ii. Have clear understanding of the causes of traditional and non-traditional forms of criminal behaviour;
- iii. Have clear knowledge of biological, sociological, economical theories of crime;
- iv. Understand the different factors that influence criminal behaviour;
- v. Learn the multi-factor approach to criminal behaviour;
- vi. Learn to relate criminal behaviour with theoretical explanations.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Schools of Criminology: Pre Classical – Classical School – Neo Classical School – Positive School – Geographical School.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Sociological Theories in Crime: Anomie by Durkheim – Individual Modes of Adaptation by Merton – Differential Association theory by Edwin Hardin Sutherland – Containment Theory by Walter Charles Reckless – Labeling theory by E. Lemert and Howard Becker – Routine Activity Theory by Marcus Felson and Lawrence E. Cohen – Sub Cultural Theories by Thrasher, Cohen & Cloward & Ohlin. – Feminist Criminology – Adler and Simon etc.	7.5 hrs.	
3.	Factors of Crime Causation: Economic Factors in Crime – Contributions of Marx – William Aadrian Bonger – Poverty - Unemployment – Sociological factors – Ecological factors – Psychological factors – Multi factor Approach by William Healy.	4.5 hrs.	
Practicals/ Assignment: <ol style="list-style-type: none"> a. Institutional Visits. b. Assignments. c. Case Studies to understand theoretical explanation. 			
Total duration		16.5 hrs.	

Unit - 3

Topology of Crime and Crime Prevention

Learning Objectives:

The trainee officers will:

- i. Have knowledge of contemporary crimes and articulate the main components of contemporary forms of crimes in India;
- ii. Understand the concept and definition of recidivism and methods to deal with it;
- iii. Be able to describe the major crime prevention methods.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Topology of Crime and its Causes: Contemporary forms of Crime – Professional Crime – Organized Crime – White Collar Crime – Alcoholism and Drug Addiction – Corruption – Domestic Violence – Insurgency – Terrorism – Cyber Crime (Reference to Space Transition Theory) – Transnational Criminology – Human Trafficking.	7.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Recidivism: Definition – Causes – The impact of recidivism – Prevention.	1.5 hrs.	
3.	Crime Prevention: Methods of Crime Prevention – Role of Police – Patrolling (Crime Hotspots) – Broken Windows theory – Situational Crime Prevention – Formal and Informal Crime Prevention Methods – Special reference to the Role of Correctional Institutions in Crime Prevention – Role of the Media in Crime Prevention.	3 hrs.	
	Practicals/ Assignment: a. Institutional Visits. b. Assignments.		
Total duration		12 hrs.	

Unit - 4**Children in Conflict with the Law and the Juvenile Justice System****Learning Objectives:**

The trainee officers will:

- i. Understand the theoretical background and conceptual understanding of juvenile delinquency and of the State's response to juvenile delinquency in India;
- ii. Familiarize themselves with pertinent issues in the operation of the juvenile justice system in India;
- iii. Develop knowledge of the Juvenile Justice (Care and Protection of Children) Act, 2015;
- iv. Learn the methods of delinquency prevention.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Conceptual Background: Concept and definition – Difference between Crime and Delinquency – Adolescents and their problems – Causes – Parents Patriae – Forms of deviance by children – the process of becoming Adult Criminals – Chicago School of Criminology – UN Child Rights Convention.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	The Juvenile Justice (Care and Protection of Children) Act, 2015: The Juvenile Justice (Care and Protection of Children) Act, 2015 – Salient Features – Dealing with Children in Conflict with the Law – Boy clubs organized by the Police (the Tamil Nadu Experiment) – Role of the Community, probation and the Juvenile Justice System.	3 hrs.	
	Practicals/ Assignment: <ol style="list-style-type: none"> a. Institutional Visits to Special Homes, After Care Homes / Child Welfare Committees and the Juvenile Justice Board. b. Assignments 		
Total duration		9 hrs.	

Unit - 5**Victimology: Conceptual Background and Types of Victims****Learning Objectives:**

The trainee officers will:

- i. Have awareness of the history and development of Victimology and crime victims;
- ii. Develop familiarity with basic terms, concepts and major theoretical explanations in Victimology;
- iii. Understand the dark figures/unreported crimes through victim surveys;
- iv. Understand different types of criminal victimization and vulnerable groups of victims.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Conceptual Background: Concept and definition – Victim and Victimology – Evolution of the Science of Victimology – Major Theories of Victimology: Victim Precipitation theories, Structural Violence Theory, Situation Oriented theories, Routine Activities theory – Victim Surveys – Unreported crimes/ Dark figures.	5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Victim Typology: Types – Impact of Crime – Primary Victimisation – Secondary Victimisation – Vulnerable groups of victims – Women – Children – Elderly – Child abuse – Battered women – Victims – Problems of victims of crime.	3 hrs.	
Practicals/ Assignment: a. Assignments.			
Total duration		8 hrs.	

Unit - 6**Victims and the Criminal Justice System****Learning Objectives:**

The trainee officers will:

- i. Be able to describe the criminal justice process relating to victims of crime;
- ii. Understand problems of victims of crime and abuse of power;
- iii. Have knowledge of the International Instruments on victim justice.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Victims and the Criminal Justice System: Role of victims in the Criminal Justice System – Victim Impact Statement – Victims and Witnesses as in the Criminal Justice System – Reformation Vs Restitution: Philosophy.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	International Instruments: An outline to the UN declaration of Basic Principles of Justice to Victims of Crime and Abuse of Power 1985 – Treatment and Programmes.	1.5 hrs.	
Practicals/ Assignment: a. Assignments.			
Total duration		4.5 hrs.	

Unit – 7**Restorative Justice and Peace Making Criminology****Learning Objectives:**

The trainee officers will:

- i. Gain an understanding of issues pertinent to Restorative Justice, examine legal provisions and the need to develop victim-friendly policies;
- ii. Have an overview of victim services and assistance programmes;
- iii. Explore the legal provisions available in India for victim assistance;
- iv. Have an understanding of Peace-making Criminology and its contemporary relevance.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Restorative Justice: Introduction – forms of the Restorative Justice System Vs the Criminal Justice System – Victim Service and Assistance – Maximization of Social Support – Coping Skills – Self Esteem – Vulnerability Analysis – Role of the Police – World Society of Victimology – Indian Society of Victimology.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Legal provisions with respect to victim assistance in India: Compensation: Provisions for victims under the Cr PC and Special laws – Restitution – Victim Assistance Fund – Victim Compensation Fund from the wages of prisoners – Supreme Court Judgment in ‘State of Gujarat & Another vs. Hon’ble High Court of Gujarat on 24 th September, 1998’.	3 hrs.	
3.	Peace Making Criminology: John Fuller’s Peace making Pyramid Paradigm – Contemporary relevance – Victim Offender Mediation etc.	1.5 hrs	
Practicals/ Assignment: a. Assignments.			
Total duration		9 hrs.	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-3
Module Title	:	Penology and Alternatives to Imprisonment
Duration	:	65 hours
Medium of Instruction	:	English

CONTENTS

Unit - 1..... Evolution of the Concept, Forms and Objectives of Punishment

Unit - 2..... Types of Punishment, Imprisonment and Capital Punishment

Unit - 3..... Recent Trends and Treatment Programmes in Correction

Unit - 4..... Alternatives to Imprisonment

Unit - 5..... Probation System and Parole

Unit - 6..... Rehabilitation and Social Re-integration

Unit - 7..... Aftercare Services

Unit – 1**Penology: Evolution of the Concept, Forms and Objectives of Punishment****Learning objectives:**

The trainee officers will:

- i. Have an understanding of the evolution of and concept of punishment;
- ii. Have basic knowledge about the forms of punishment from ancient to modern times;
- iii. Know the relationship between punishment and crime;
- iv. Know the objectives / theories of punishment.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Penology: Evolution – Definition – Concept – Relationship between Crime and Punishment – Status of Punishment: Hamurabi (2185 BC), Moses (1400 – 1200 BC), Manu (1400 – 1200 BC), Artha Shastra (321 BC) and the Roman Law – Ancient to Modern times – Significance of Punishment.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Objectives / Theories of Punishment: Deterrence (General and specific) – Retribution – Preventive (Prisonisation) – Reformation – Restoration – Expiation.	3 hrs.	
Practicals/ Assignment: a. Assignments.			
Total duration		6 hrs.	

Unit – 2**Types of Punishment, Imprisonment and Capital Punishment****Learning objectives:**

The trainee officers will:

- i. Differentiate between institutionalized and community treatment;
- ii. Thoroughly understand the nature of short-term and long-term sentences, their objectives and alternative forms of short-term sentences;
- iii. Understand the penological perception of capital punishment.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Types of Punishments: Then and Now Corporal Punishments: Flogging, Whipping, Branding, Stoning, Pillory, Banishment etc. Institutional Treatment (Vs) In Community Treatment.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Imprisonment: Short Term – Long Term – Extent to which objectives are fulfilled by the two types – Inadvisability of short term sentences and its alternative forms.	3 hrs.	
3.	Capital Punishment: Definition – Penological perception – Pros and Cons of Capital Punishment – Practices in other countries – Abolition of the death penalty.	3 hrs.	
	Practicals/ Assignment: a. Assignments.		
Total duration		10.5 hrs.	

Unit – 3**Recent Trends and Treatment Programmes in Correction****Learning objectives:**

The trainee officers will:

- i. Develop the ability to understand ethical values and legal mandate relating to the correctional system;
- ii. Understand the different correctional methods followed in India;
- iii. Recognize the role of prison officers in the correctional process;
- iv. Learn about prison industries and products, practices followed in prison bazaars to reach the community.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Corrections and Correctional Methods: Concept of Correction – The New Generation Philosophy – Correction: A legal Mandate for Prison Officers – Introduction to Various Therapies – Counselling – Treatment Programmes and Procedures.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Recent Trends in Correction and Best Prison Practices: Work Programmes – Education – Prison Products – Prison Brands: Examples: Food Units in Kerala, TJ Brand in Tihar, Freedom Products in Tamil Nadu, Parivarthanain Karnataka etc.) – Petrol Bunks – Making prisons self-sufficient.	3 hrs.	
3.	Open Prisons: Open prisons – Semi Open Prisons – Management of Agriculture Farms and Horticulture – Open Air Camps (Sanganer – Rajasthan, Buxar-Bihar, Swatanthrapur – Maharashtra) – Half Way Houses, Private Prisons – Public Private Partnership in Prisons.	3 hrs.	
	Practicals/ Assignment: a. Visits to different types of Open prisons to learn the structure and functioning of open prisons/ open camps and visits to the Prison Bazaars/ Outlets.		
Total duration		9 hrs.	

Unit – 4

Alternatives to Imprisonment

Learning objectives:

The trainee officers will:

- i. Learn about non-custodial measures of imprisonment;
- ii. Have an understanding on the functional aspects of the alternatives to imprisonment and their different forms;
- iii. Learn about the United Nations Standard Minimum Rules for Non-Custodial Measures (Tokyo Rules).

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Alternatives to imprisonment: Concept – Evolution – Alternatives to Imprisonment – Overuse of Imprisonment – United Nations Standard Minimum Rules for Non – Custodial Measures (Tokyo Rules)	5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Functional Aspects of Alternatives to Imprisonment: Forms of Alternatives – Probation – Fine – Parole – Community Service etc. – Advantages and Benefits	4.5 hrs.	
Practicals/ Assignment: a. Assignments			
Total duration		9.5 hrs.	

Unit – 5

Probation System and Parole

Learning objectives:

The trainee officers will:

- i. Have an understanding of the probation system and other legal provisions pertaining to the Probation system;
- ii. Understand the basic concept and functional aspects of the Probation system in India;
- iii. Learn about the philosophy of Parole and its importance as a tool for rehabilitation.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Probation System: Origin and Development of Probation in the U.K., U.S.A., and India – Meaning and Definition of Probation – Significance – Objectives – Legal framework – Cr. P.C. Sec. 360 – The Probation of Offenders Act, 1958.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Practice of Probation: Treatment of Offenders in the Community – Intervention Strategies – Community vis-à-vis Community based Treatment.	3 hrs.	
3.	Functional Aspects of Probation: Essence of Probation – Advantages and benefits of Probation – Probation Conditions – Types of Probation – Pre – sentence investigation – Supervision – Probation Grid – Violation – Revocation – Court and Probation.	3 hrs.	
4.	Parole: Meaning and Definition – Philosophy of Parole – Parole as a tool for Rehabilitation.	3 hrs	
Practicals/ Assignment: <ol style="list-style-type: none"> a. Assignments b. Interaction with district probation officers, social welfare officers etc. 			
Total duration		12 hrs.	

Unit - 6**Rehabilitation and Social Re-integration****Learning objectives:**

The trainee officers will:

- i. Develop an understanding about the rehabilitation process;
- ii. Learn about the different types of rehabilitation programmes offered in prisons;
- iii. Learn the role of other agencies in the rehabilitation of offenders;
- iv. Know about the rehabilitation practices followed in other countries.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Rehabilitation: Definition and Meaning – the 3 Rs – Reformation – Rehabilitation – Reintegration – Importance and Significance – Status of Rehabilitation.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Rehabilitation Programmes: Work Programmes – Vocational Training – Educational Programmes – Spiritual Programmes and Yoga – Cultural Activities – Sports and Games, etc.	3 hrs.	
3.	Role of Other Agencies: Various components of the justice system: Police, Courts and Probation – Social Welfare Department – NGOs – Educational Institutions – Communities – Offenders' family – Media etc.	3 hrs.	
4.	Rehabilitation Practices in other countries: UK: National Association for the Care and Resettlement of Offenders (NACRO) – South Africa: National Institute for Crime Prevention and the Re-integration of Offenders – Japan : the Rehabilitation Bureau – Singapore: Yellow Ribbon Programme.	4.5 hrs	
	Practicals/ Assignment: a. Visit a prison and observe the vocational training programmes offered to the prisoners.	-	
Total duration		13.5 hrs.	

Unit – 7

Aftercare Services

Learning objectives:

The trainee officers will:

- i. Have an understanding about the need and importance of after care services;
- ii. Gain understanding of the problems of released prisoners and use of aftercare services;
- iii. Learn about the organizations involved in the process of aftercare and its effectiveness.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Aftercare: Concept – Importance and the Need for Aftercare – Post release Problems: Counselling Services – Shelter, Employment, Community Support, Social Stigma – Role of Government and Non – Governmental Organizations – Aftercare Homes – Discharged Prisoners’ Aid Society (DPA Society) – Effectiveness of Aftercare Services.	4.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: a. Visit aftercare homes / Discharged Prisoners’ Aid Societies etc.	–	
Total duration		4.5 hrs.	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-4
Module Title	:	Psychology
Duration	:	63 hours
Medium Instruction	:	English

CONTENTS

Unit - 1..... Introduction of Psychology

Unit - 2..... Theoretical Approaches

Unit - 3..... Learning

Unit - 4..... Motivation and Emotions

Unit - 5..... Personality

Unit - 6..... Mental Health and Psychopathology

Unit - 7..... Introduction to Correctional Psychology

Unit - 8..... Behaviour Modification and Intervention Skills

Unit - 9..... Counselling Skills and Techniques

Unit – 1

Introduction of Psychology

Learning objectives :

The trainee officers will:

- i. Understand the definition and scope of psychology;
- ii. Know the different branches of psychology and its applications.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction: Definitions – Nature – Scope and significance of psychology – Relevant terminologies.	1.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Branches of Psychology: Major branches of psychology and its applications – Difference between Criminal Psychology and Forensic Psychology.	1.5 hrs	
3.	Psychology: The Indian Perspective Key Contributors – Psychology of Consciousness, Parapsychology, Psychology of Mysticism – Psychology of Yoga and Meditation etc.	1.5 hrs	
	Practicals/ Assignment: a. Assignments.	–	
Total duration		4.5 hrs.	

Unit – 2

Theoretical Approaches

Learning objectives :

The trainee officers will:

- i. Have a basic understanding of theoretical explanation to human behavior;
- ii. Know the major psychological theories in explaining criminal behavior.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Psychological Theories: Psycho dynamic theories – Behavioural theories – Cognitive theories – Practical use of Psychological theories in correctional settings.	6 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
	Practicals/ Assignment: a. Case studies to understand theories.	–	<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play ▪ Q & A
	Total duration	6 hrs.	

Unit – 3 Learning

Learning objectives :

The trainee officers will:

- i. Understand the definition and process of learning;
- ii. Know the important theories of learning;
- iii. Acquire knowledge in applying theories in correction.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction: A short introduction to intelligence and its types – Learning – Definitions and significance of learning – Types of learning – Process	1.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Behaviorism: Associative learning – Classical conditioning (Ivan Pavlov), Operant conditioning (Skinner) – Social learning theory (Observational learning) (Bandura) and understanding these in relation to Crime etc.	3 hrs	
3.	Cognitive Theory: Insight learning (Wolfgang Kohlar and Kurt Koffka) etc.	1.5 hrs	
4.	Constructivism: Concept formation theory by Bruner, etc.	1.5 hrs	
5.	Transfer of learning: Means to enhance learning – Effect of motivations on learning – Memory Process – STM and LTM, and Forgetting.	1.5 hrs	
Practicals/ Assignment: a. Give case study to understand the types of learning.		–	
Total duration		9 hrs.	

Unit – 4

Motivation and Emotions

Learning objectives :

The trainee officers will:

- i. Understand the meaning, importance and types of motivation;
- ii. Have basic knowledge about theories of motivation;
- iii. Know the basic concept of emotion and its management in prisons.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction: Meaning – Nature, types and importance of motivation – Intrinsic Motivation and Extrinsic Motivation – Types of motives: Primary and Secondary Motives.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Theories of Motivation: Hierarchy of Needs theory by Maslow – Drive Reduction theory by Hulls – Achievement Motivation theory by McClelland	3 hrs	
3.	Emotion: Meaning – Definition – Nature, types and importance of emotion – Understanding and management of emotions in the prison set up – Emotional Intelligence – Emotional Reactions to Imprisonment and Implications.	3 hrs	
	Practicals/ Assignment: a. Assignments.	–	
Total duration		9 hrs.	

Unit - 5

Personality

Learning objectives :

The trainee officers will:

- i. Know the meaning, formation of personality and assessment of personality;
- ii. Have an understanding about major theories of personality and their applicability in the prison setting;
- iii. Be able to identify personality disorders and their management.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction: Meaning – Formation of personality – Assessment of personality – Defence Mechanism.	2 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Theories of personality: Development Contribution – Psycho Analytics of Sigmund Freud; Raymond B. Cattell; P. Costa and R. McCrae – Lawrence Kohlberg's stages of moral development – Attitude – Group Morals and prejudice	3 hrs	
3.	Common Personality Disorders: Brief Overview Borderline personality disorder: Narcissistic personality disorder; Obsessive – compulsive personality disorder; Paranoid personality disorder; Anti- social personality disorder – Aggression and violence – Management of personality disorders.	3 hrs	
Practicals/ Assignment: a. Assignments.		–	
Total duration		8 hrs.	

Unit - 6

Mental Health and Psychopathology

Learning objectives :

The trainee officers will:

- i. Have a basic understanding of psychopathology including normality and abnormality;
- ii. Know about frustration and conflict;
- iii. Understand about disorders - neurotic and psychotic;
- iv. Identify major mental health problems among prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Psychopathology: Definition and concept of normality and abnormality.	1.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Common Mental Health Problems in Prisons: Neurotic disorders: Anxiety disorders; Phobias etc. – Psychotic disorders: Depression, Bipolarity, Schizophrenia, Obsessive Compulsive Disorder – Frustration and coping – Stress management etc.	4 hrs	
3.	Mental Healthcare Act, 2017: Introduction – Salient features – Applicability	1.5 hrs	
	Practicals/ Assignment: a. Assignments. b. Institutional Visits	–	
Total duration		7 hrs.	

Unit - 7**Introduction to Correctional Psychology****Learning objectives :**

The trainee officers will:

- i. Have an understanding of the meaning of correctional psychology;
- ii. Know about the basics of behavior modification, counselling skills and techniques and therapeutic interventions in prisons.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Correctional Psychology: Meaning – Importance – Practices in other countries – Brief introduction to major forms of psychological intervention: behavior modification, counselling skills and techniques and therapeutic interventions within the prison settings.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
	Practicals/ Assignment: a. Assignments.	–	
Total duration		3 hrs.	

Unit - 8

Behaviour Modification and Intervention Skills

Learning objectives :

The trainee officers will:

- i. Understand the meaning and importance of behaviour modification in correctional settings;
- ii. Know the techniques involved in behaviour modification and its effectiveness;
- iii. Understand the major therapies used for behaviour modifications in correction;
- iv. Have an idea about different intervention skills to manage the self as well as the prison inmates.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction: Meaning – Importance of behaviour modification – Techniques: re-inforcements: differential re-inforcement: token economy programme.	1.5 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Therapies in Behaviour Modification: Systematic de-sensitization – Aversion therapy – Flooding – Impulsive therapy etc. – Ethical issues.	3 hrs	
3.	Risk assessment and Management: Risk assessment – Risk Management – Negotiation skills – Aggression and Violence – Conflict Resolution.	3 hrs	
	Practicals/ Assignment: a. Assignments. b. Institutional visits.	–	
Total duration		7.5 hrs.	

Unit - 9

Counselling Skills and Techniques

Learning objectives :

The trainee officers will:

- i. Know the basic concept and importance of counselling and therapeutic interventions;
- ii. Understand the skills and techniques of professional counsellors;
- iii. Have a basic knowledge of major therapies used among prisoners by the experts.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Counselling: Goals of Counselling – Skills of Counsellors – Counselling process – Building rapport – Trust – Listening – Empathy etc. – Importance of counselling and therapeutic interventions in prisons.	3 hrs.	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Alcoholics and Drug addicts – Identification – treatment methods – Group therapy (NA and AA alcoholics anonymous role).	1.5 hrs	
3.	Suicidal ideation – Identification – Prevention	1.5 hrs	
4.	Therapeutic interventions: Cognitive Behaviour Therapy – Rational Emotive Behaviour therapy – Psycho Analysis etc.	3 hrs	
	Practicals/ Assignment: a. Visits to counselling centres or mental health centres to learn about the practices in counselling. b. Role Play, trust building exercises, etc .	–	
Total duration		9 hrs.	

Training Manual Title	:	Training Manual for the Basic Course for Prisons Officers
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-5
Module Title	:	Sociology and Social Work
Duration	:	63 hours
Medium Instruction	:	English

CONTENTS

Unit - 1.....	Introduction to Sociology
Unit - 2.....	Basic Sociological Concepts and Terms
Unit - 3.....	Social Institutions and Social Control
Unit - 4.....	Social Disorganization and Social Problems
Unit - 5.....	Introduction to Social Work
Unit - 6.....	Correctional Social Work
Unit - 7.....	Methods of Social Work Practice
Unit - 8.....	Voluntary Organizations

Unit - 1

Introduction to Sociology

Learning objectives:

The trainee officers will:

- i. Have knowledge of the origin, development, definition and other key basic aspects of sociology;
- ii. Have a basic understanding of major theoretical perspectives in sociology;
- iii. Know about the major branches of sociology.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Definition – Nature – Scope – Origin of Sociology as a discipline – Early Western Sociology thinkers: Comte, Spencer, Durkheim, Weber, Marx etc. -	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Development of Sociology in India – Major Indian Sociologists.	1.5 hrs	
3.	Major Theoretical Perspectives: Functionalist; Marxist or Conflict; Interactionist Perspectives.	1.5 hrs	
4.	Major Branches of Sociology – Historical Sociology; Sociology of Knowledge; Sociology of Law; Sociology of Education; Sociology of Religion; Rural Sociology; Urban Sociology; Industrial Sociology; Medical Sociology etc.	1.5 hrs	
Practicals/ Assignment: a. Assignments.		–	
Total duration		6 hrs.	

Unit – 2

Basic Sociologist Concepts and Terms

Learning objectives:

The trainee officers will:

- i. Have knowledge of basic sociological concepts;
- ii. Develop an idea about basic sociological terms such as culture, socialisation, social groups, social process etc;
- iii. Also know about social differentiation and stratification.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Society – Community – Association – Institution: Primary and Secondary – Social System – Social Action.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Role – Status – Power – Authority – Social Structure and Function. .	1.5 hrs	
3.	Individual and Society – Heredity and Environment – Culture: Definition; Functions; Features; Development; Sub-culture; Culture and Civilization – Socialisation: the Concept; Process; Socialisation and Personality; Importance of Socialisation.	3 hrs	
4.	Social Groups: Brief Overview – Social Process and Interactions; Co-operation; Competition; Conflict; Accommodation; Assimilation – Social Organization and Bureaucracy.	1.5 hrs	
5.	Social Differentiation: Gender, Age, Occupation – Social Stratification: Caste, Class, Race, etc.	1.5 hrs	
Practicals/ Assignment: a. Assignments.		–	
Total duration		9 hrs.	

Unit – 3

Social Institutions and Social Control

Learning objectives:

The trainee officers will:

- i. Have knowledge of basic social institutions;
- ii. Develop an idea about social control and means thereof.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Social Institutions: Brief overview of Marriage; Family; Kinship; Education; Economy; Political System; Religion, etc.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Social Control: Definition; Importance; Formal and Informal – means of Social Control: Law; Education; Religion; Morality; Social norms such as Folkways, Mores, Customs and Sanctions.	3 hrs	
3.	Collective Behaviour – Rumours and Mass Hysteria; Crowd and Crowd Behaviour – Mobs and Riots – Propaganda – Collective Behaviour in Prisons.	3 hrs	
Practicals/ Assignment: a. Assignments.		–	
Total duration		9 hrs.	

Unit – 4

Social Disorganization and Social Problems

Learning objectives:

The trainee officers will:

- i. Have basic knowledge of social disorganization;
- ii. Develop an idea of basic social problems including crime and delinquency in a sociological perspective.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Social Disorganization and Problems: A Brief Overview of Crime; Unemployment; Poverty; Alcoholism and Drug Addiction; Gender inequality, Casteism, Communalism; Terrorism etc.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals/ Assignment: a. Assignments.		–	
Total duration		3 hrs.	

Unit – 5

Introduction to Social Work

Learning objectives:

The trainee officer will:

- i. Develop a basic understanding of the fundamentals of social work discipline;
- ii. Know about the key aspects of the social work profession;
- iii. Have an idea about fields of social work practice.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Fundamentals of Social Work: Concept and Misconceptions, Definition, Objectives and scope – Historical development of Social Work in U.K., USA, and India – Concepts related to Social Work: Social service, Social welfare, Social reform, Social policy, Social security, Social justice and Social development.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Social Work as a Profession: Philosophy, values, principles and code of ethics of professional social work Knowledge, Attitude and Skill base of professional social work – Tenets of the social work profession.	1.5 hrs	
3.	Fields of Social Work Practice: Family and Child development, Youth development, Women development, Elderly care, Disability, Backward classes, Rural Development, Urban Community Development, Medical and Psychiatric social work, Industrial social work – Social Defence and Correctional Service.	1.5 hrs	
	Practicals/ Assignment: a. Visit to prisons for interactions/ field experience with correctional social workers.	–	
Total duration		6 hrs.	

Unit – 6

Correctional Social Work

Learning objectives:

The trainee officer will:

- i. Have an understanding about the concept, meaning, scope and other essential features of correctional social work;
- ii. Develop knowledge of the legal framework facilitating social work practice in corrections, appropriate social work approaches in corrections and psycho social problems of different types of prison inmates.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Basics of Correctional Social Work: Concept, scope and techniques – Different correctional settings: Institutionalized (Borstal schools, Prisons) and community based (Probation, Parole and Aftercare) – Need for social work practice in correctional settings – Role of a Social Worker – Skills needed for a correctional social worker – Values and value dilemmas in correctional social work practice- Difficulties in ethical decision making in correctional settings.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Social Work Approaches and the Rehabilitation Model of Correction: Spiritually sensitive social work practice – strength/empowerment based social work practice.	1.5 hrs	
3.	Psychosocial problems of different categories of prisoners: Women prisoners – Habitual Offenders – Death – sentenced prisoners – Elderly prisoners – Adolescent Offenders – Drug and alcohol addicted prisoners – Prisoners living with terminal illness – Mentally ill prisoners – prisoners with suicidal ideation – Transgender prisoners.	3 hrs	
	Practicals / Assignment: a. Assignments. b. Field Visits.	–	
Total duration		7.5 hrs.	

Unit – 7

Methods of Social Work Practice

Learning objectives:

The trainee officers will:

- i. Be able to identify the significance of key social work methods and their application in correctional settings;
- ii. Develop basic knowledge and skill in social casework and social group work, etc;
- iii. Know about community organization and social welfare administration;
- iv. Have a basic understanding of social work research.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Social Casework: Meaning, nature, definition, objectives and scope in a correctional setting – Principles, tools, techniques and skills of Social casework – Components of Social casework: The Person, Problem, Place and Process – Casework relationship – Direct practice tasks with prison inmates including intake, engagement, psychosocial assessment and treatment.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Social Group Work: Concepts, definition, objectives and scope of group work in a correctional setting – Historical development – Principles of group work – Group processes and dynamics – Values, techniques, skills and roles of group workers in the correctional context – Stages of group work with prison inmates: formation, intervention and termination phases – Group work, recording, monitoring and evaluation.	3 hrs	
3.	Community Organization: History, concept, definition, objectives and scope of Community organization in a correctional setting – Principles of Community Organization – Process of Community organization: Study and survey, Analysis, Assessment, Discussion, Organization, Action, Reflection, Modification and Continuation – Models of Community development: Locality development, social planning, social action – Methods of Community development: Awareness creation, planning, organizing, education, networking, participation, leadership – Community organization with prison inmates – extent of application.	4.5 hrs	

4.	Social Welfare Administration and Social Action: Concept, principles, tasks, and essentials of social welfare administration – Concept, purpose, strategies and tactics in social action – Approaches to social action: Paulo Friere, Mahatma Gandhi, Ambedkar, Saul Alinsky.	3 hrs	
5.	Social Work Research: A Brief Overview Concept and definition of research – Scope of social work research in correctional settings – Developing a positive and research – bent mind to study prisoners' problems.	1.5 hrs	
Practicals/ Assignment: a. Sessions to practise social case work and group work. b. Assignments.		–	
Total duration		16.5 hrs	

Unit – 8

Voluntary Organizations

Learning objectives:

The trainee officers will:

- i. Have an idea about the nature and role of NGOs;
- ii. Develop an understanding of the role of NGOs in prisons and correctional facilities.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Voluntary Social Organization: Meaning, types, fields of functioning – Legal framework of NGOs – Acts in India to set up NGOs – National and International Organizations – Monitoring and Evaluation of NGOs.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	The Role of NGOs in Prisons and Correctional Institutions: Participation in crime prevention – Recidivism prevention – Moral and educational services – Prison and prisoners' reformation – Rehabilitation and re-integration – Participation in vocational training – Networking with NGOs – Role of prison social workers and other prison officers in identification, mobilization and utilization of services of voluntary organizations.	3 hrs	
	Practicals/ Assignment: a. Visit NGOs working for prisoners' reformation and rehabilitation.	–	
Total duration		6 hrs.	

Training Manual Title	:	Training Manual for the Basic Course of Prison Officers
Training phase	:	1
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-6
Module Title	:	Criminal Laws and Minor Acts
Duration	:	50 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1..... Introduction to the Indian Penal Code

Unit – 2..... Offences and Punishments

Unit – 3..... Criminal Procedure Code and Constitution Courts

Unit – 4..... Cr PC Sections Related to the Police

Unit – 5..... Cr PC Sections Related to Prisoners

Unit – 6..... The Indian Evidence Act

Unit – 7..... Special Acts and Minor Acts

Unit - I

Introduction to the Indian Penal Code

Learning objectives:

The trainees will:

- i. Know about the general explanations of the terms used in the IPC;
- ii. Know about various types of punishments prescribed in the IPC;
- iii. Have an understanding about exceptions prescribed in the Code.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction to the IPC – General Explanations – Of punishments – General Exceptions – Private Defence.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
Practicals /Assignment: a. Assignments		-	
Total duration		4.5 hrs	

Unit – 2

Offences and Punishments

Learning objectives:

The trainees will:

- i. Know about different types of criminal offences and their ingredients;
- ii. Learn their sections in the Code and the punishments prescribed for various offences.

Sl. No.	Topics	Duration	Method of Instruction
1.	Of Abetment and Criminal Conspiracy – Of offences against the State: Allowing, Helping Prisoners to escape, etc.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Of offences against the Public Tranquility – Unlawful Assembly, Rioting, etc.	1.5 hrs	
3.	Offences by or relating to Public Servants – Of Contempt of the Lawful Authority of Public Servants	1.5 hrs	
4.	Of offences against Public justice – Of offences against Public Health, etc.	1.5 hrs	
5.	Of offences affecting the Human Body – Of offences against Property	3 hrs	
6.	Of attempt to commit offences	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Write assignments on types of offences and punishments for these offences. b. Organise discussions on issues related to punishments. 		-	
Total duration		10.5 hrs	

Unit – 3**Criminal Procedure Code and Constitution Courts****Learning objectives:**

The trainees will:

- i. Have knowledge of introductory sections in the Cr PC 1973;
- ii. Know about the set up of various types of courts;
- iii. Know about powers accorded to different categories of courts.

Sl. No.	Topics	Duration	Method of Instruction
1.	Overview of the Cr PC – Preliminary Sections 1-5	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Constitution of Criminal Courts and Offices – Executive Magistrates etc. (Sections, 6-25) – Powers of Courts (Sections 26-35) – Power of Superior Officers of the Police (Sec. 36) – Aid to Magistrates and the Police – Sections 37-40).	1.5 hrs	
Practicals /Assignment: a. Visits to courts.		-	
Total duration		3 hrs	

Unit -4

Cr PC Sections Related to the Police

Learning objectives:

The trainees will:

- i. Learn about the Police being an important agency in the administration of criminal justice. This unit explains the powers accorded to the police to carry out their duties and functions.
- ii. Learn about the power of the police to investigate cognizable offences.

Sl. No.	Topics	Duration	Method of Instruction
1.	Information to the Police and their Power to investigate under Relevant Sections (from 154-176)	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Jurisdiction of the Criminal Courts in inquiries and Trials (Sections 177-183; 188) – Conditions requisite for intimation of Proceedings (Sections 190-194) – Trial of Criminal Cases (Relevant Sections from 209-265)	3 hrs	
Practicals /Assignment: a. Visits to Police Stations.		-	
Total duration		6 hrs	

Unit -5 Cr PC Sections Related to Prisoners

Learning objectives:

The trainees will:

- i. Know about the sections related to the attendance of detained persons in Courts;
- ii. Know about the sections related to trial, insane prisoners, death sentence, appeals of prisoners, remissions, commutation of sentences, bails, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Attendance of persons confined or detained in Prisons (Sections 266-271)	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	General Provisions as to Inquiries and Trials (Sections 300-304)	1.5 hrs	
3.	Provisions as to Accused Persons of Unsound Mind. (Sections 328-339)	1.5 hrs	
4.	Submission of Death Sentence for Confirmation (Sections 366-371)	1.5 hrs	
5.	Appeals (Sections 372-394)	1.5 hrs	
6.	Execution, Suspension, Remission and Commutation of Sentences (Sections 413 to 435 with emphasis on Sec 433-A)	1.5 hrs	
Practicals /Assignment: a. Assignments .		-	
Total duration		9 hrs	

Unit -6

The Indian Evidence Act

Learning objectives:

The trainees will:

- i. Have knowledge about the sections related to their work;
- ii. Have an understanding about different types of witnesses as per the Indian Evidence Act;
- iii. Learn about the sections in the Criminal Procedure Code relating to examination of witnesses and cross examination of witnesses during trial.

Sl. No.	Topics	Duration	Method of Instruction
1.	Preliminary - Admissions and Confessions – Dying Declaration – Identification Parade.	4.5	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
Practicals /Assignment: a. Visits to Courts to witness the trial of offences.		-	
Total duration		4.5 hrs	

Unit – 7

Special Acts and Minor Acts

Learning objectives:

The trainees will:

- i. Have knowledge about special laws dealing with administration of prisons, prisoners, operation and administration of prisons, borstal schools, etc;
- ii. Have knowledge about special legislations concerned with national security, narcotics and drugs, immoral traffic, corruption, terrorism, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Brief overview of: The Prisons Act, 1894 – Prisoners Act, 1990 – Prisoners (Attendance in Courts) Act, 1955 – Transfer of Prisoners Act, 1950 – Identification of Prisoners Act, 1920 – Borstal Schools Act, 1925 – Habitual Offenders Act, 1952 – Probation of Offenders Act, 1958 – Repatriation of Prisoners Act, 2003 – Juvenile Justice (Care & Protection of Children) Act, 2006.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief overview of : The Unlawful Activities Act, 1967 – National Security Acts, 1980, Narcotic Drugs and Psychotropic Substances (Prevention) Act, 1985 – Immoral Traffic (Prevention) Act, 1955 (amended, 1986) – Prevention of Corruption Act, 1988 - Mental Health Care Act 2017.	4.5 hrs	
3.	Other Minor Acts/Local Acts etc., as applicable.	3.5 hrs	
	Practicals /Assignment: a. Assignments	-	
Total duration		12.5 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-7
Module Title	:	Human Rights and Good Prison Management
Duration	:	61 hours
Medium of Instruction	:	English

CONTENTS

Unit – 1.....Human Rights: A Historical Perspective

Unit – 2.....Human Rights and Prisoners: The International Perspective

Unit – 3.....Human Rights and Prisoners: The Indian Scenario

Unit – 4.....Human Rights and the Dignity of the Person

Unit – 5.....Prisoners and their Health Rights

Unit – 6.....Rights of Special Category Prisoners

Unit – 7.....Prison Staff, Human Rights and Good Prison Management

Unit – 1

Human Rights: A Historical Perspective

Learning objectives:

The trainee officers will:

- i. Have a clear understanding of the historical evolution of the human rights framework at the international and national level;
- ii. Develop an understanding of the basic concept of human rights;
- iii. Gain an overview of international human rights instruments, covenants and the systems developed to address human rights violations.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Introduction to Human Rights: Origin, history and evolution of human rights – Definition Types.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Overview of Basic International Human Rights Instruments and Human Rights Bodies – Universal Declaration of Human Rights – International Covenant on Civil and Political Rights – International Covenant on Economic, Social and Cultural Rights - The Office of the United Nations High Commissioner for Human Rights (OHCHR) -The United Nations Human - Rights Council - The International Court of Justice.	3 hrs	
Practicals/ Assignment: <ol style="list-style-type: none"> a. Video show: The Story of Human Rights b. Assignments 		–	
Total duration		6 hrs.	

Unit – 2**Human Rights and Prisoners: The International Perspective****Learning objectives:**

The trainee officers will:

- i. Have an idea about international instruments on human rights for the protection of prisoners and their basic rights;
- ii. Develop the ability to assess and evaluate compliance of prisons with respect to basic human rights standards.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Basic International Instruments on Prisoners Rights: UN Standard Minimum Rules for Treatment of Prisoners (the Mandela Rules) - UN Standard Minimum Rules for Administration of Juvenile Justice (the Beijing Rules) - UN Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (The Bangkok Rules).	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Other UN Instruments (brief overview): United Nations Standard Minimum Rules for Non-custodial Measures (The Tokyo Rules) – Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment – Basic Principles for the Treatment of Prisoners – Code of Conduct for Law Enforcement Officials - The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) – Other important UN Advisories/ Guidelines for Prison Management etc.	6 hrs	
Practicals/ Assignment: <ol style="list-style-type: none"> a. Ask the trainee officers to prepare brief write-ups on International Instruments for protection of prisoners' rights and their applicability in the Indian context. b. Ask the trainee officers to visit prisons and assess compliance/ gaps in terms of basic standards and norms prescribed by the International Instruments. 		–	
Total duration		12 hrs.	

Unit – 3**Human Rights and Prisoners: The Indian Scenario****Learning objectives:**

The trainee officers will:

- i. Know about the Protection of Human Rights Act 1993 and its various provisions;
- ii. Have an understanding of Supreme Court and High Court judgments pertaining to the rights of prisoners;
- iii. Understand the role and mandate of the National Human Rights Commission in protecting basic rights.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	The Protection of Human Rights Act, 1993: Salient Features – National Human Rights Commission: Functions and Powers – State Human Rights Commission - Rights of Prisoners: Directions of NHRC on prisons, Advisories, Illustrations of cases on prisoners' rights violation – Advisories of the MHA	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Judicial Intervention in Prisons: Important Supreme Court and High Court rulings concerning prisoners' rights including women prisoners, women prisoners with children etc.	4.5 hrs	
	Practicals/ Assignment: a. Assignments. b. Write about 2 incidents reported where the NHRC/ SHRC ordered to pay compensation for improper action by the prison authorities/ law enforcement officials.	–	
Total duration		9 hrs.	

Unit – 4

Human Rights and the Dignity of the Person

Learning objectives:

The trainee officers will:

- i. Clearly understand that no person under any form of detention or imprisonment shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment and that no circumstance whatever may be invoked as justification for such punishment;
- ii. Develop critical understanding of standards that are laid down in international human rights instruments, Prison manuals and the Model Prison Manual 2016 in respect of prisoners' accommodation, food, maintenance of hygiene and sanitation, clothing and bedding and exercise;
- iii. Gain critical insight into admission procedures, search procedures, special attention and sensitive handling of women prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Prisoners' Dignity: Prisoners' human dignity and International Instruments.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Human Dignity and Model Prison Manual, 2016: Human dignity - Prevention of torture and ill treatment- Standards of accommodation, hygiene, clothing and bedding, food, drink and exercise – Standards prescribed in the Model Prison Manual, 2016.	3 hrs	
3.	Human Dignity and Admission Procedures: Admission procedures – Registration information to families – Quarantine Reception block – Search procedures - medical screening.	2 hrs	
4.	Women Prisoners and Human Dignity: Women prisoners' special needs - Handling with sensitivity - Body search – Pregnant prisoners - Women prisoners with children etc.	2 hrs	
5.	Role of Medical Officers: Food – clothing – hygiene and sanitation – exercise etc.	1.5 hrs	
Practicals/Assignment:			
a.	Visit to prisons-observation of procedures and standards.	–	
b.	Films, discussion, reports and presentations.		
Total duration		10 hrs	

Unit – 5

Prisoners and their Health Rights

Learning objectives:

The trainee officers will:

- i. Clearly understand their responsibilities in safeguarding the health of the prisoners;
- ii. Familiarize themselves with the provisions of the Model Prison Manual, International covenants especially the Mandela Rules and Bangkok Rules;
- iii. Appreciate the special needs of old age prisoners, women prisoners and prisoners suffering from HIV, AIDS and mental health issues.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	International and National Principles: Overview of International Instruments UNSMR (the Mandela Rules) -Basic Principles for Treatment of Prisoners - Model Prison Manual, 2016.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos
2.	Procedures and Practices: Medical Screening on Admission - Specialised Treatment in Outside Hospitals - Treatment of Old Age Prisoners; Mentally Ill Prisoners –Prisoners with Communicable Diseases (STDs; AIDS; TB etc.) - Supply of Medicines - Medical Diets.	6 hrs	<ul style="list-style-type: none"> ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals/Assignment:			
a.	Arrange visits to a prison hospital to study standards of health care.	–	
b.	Assignments on health care standards - Gaps - Presentations.		
Total duration		9 hrs	

Unit – 6**Rights of Special Category Prisoners****Learning objectives:**

The trainee officers will:

- i. Develop a comprehensive understanding about various special category prisoners;
- ii. Have thorough understanding of the human rights framework and norms relating to the needs of special category prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Specified-Special Category Prisoners: Unconvicted (Remand/UT) prisoners - High security prisoners – Adolescent and young prisoners - Women prisoners – Prisoners under sentence of death – Detenues.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT
2.	Unspecified-Special Category Prisoners: Prisoners with mental healthcare needs - Prisoners with disabilities – Transgender Prisoners (Mandela Rules and The Yogyakarta Principles on the application of International Human Rights Law in relation to Sexual Orientation and Gender Identity) - Life and long term prisoners - Prisoners with terminal illness - Older prisoners - Foreign national prisoners – Premature Release Policy of such prisoners e.g. - old, infirm, etc.	6 hrs	<ul style="list-style-type: none"> ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals/Assignment:			
a.	Arrange a visit to a prison and ask the trainees to find out the percentage of special category prisoners confined in that prison. Also instruct them to conduct a situational analysis of rights enjoyed by/deprived of those inmates.	–	
b.	Assignments		
Total duration		9 hrs	

Unit – 7**Prison Staff, Human Rights and Good Prison Management****Learning objectives:**

The trainee officers will:

- i. Develop a clear idea about the nature and scope of their service;
- ii. Have a clear understanding of the significance of human rights principles and their implications in good prison management;
- iii. Learn to balance security needs with the human rights of prisoners.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Human Rights: Integral Part of Good Prison Management: Legitimacy- The principles of good prison management - The ethical basis of prison management – Rights of prisoners: forfeited and entitled – Human rights based approach and improvement of operational effectiveness.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Importance of Prison staff in the Implementation of Human Rights: Prison service: a public service – Role of staff (different from police and military) – Statement of purpose – Recruitment – Training Relationship between staff and prisoners – Use of force and firearms – Need for professionalism - Women staff - Ethical Code of Conduct of the Prison Service, etc.	3 hrs	
Practicals/Assignment: Organize a prison visit and ask the trainee officers to observe and assess the prison conditions and staff behaviour. Once the visit is completed, ask them to write a report on the extent to which they found a 'human rights based approach' practised in that prison.		–	
Total duration		6 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	1
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-8
Module Title	:	Constitution of India
Duration	:	24 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1..... Constitution of India: An Introduction

Unit – 2..... Human Rights and Prisoners: An Introduction

Unit – 3..... Human Rights and Prisoners in India

Unit – 4..... Protection of Prisoners Rights: The Role of Officers

Unit -1

Constitution of India: An Introduction

Learning objectives:

The trainees will:

- i. Have an idea about the preamble of the Indian Constitution and the key ideals embedded therein;
- ii. Also have an idea of fundamental rights, duties, directive principles, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Preamble to the Constitution – The ideas of justice, liberty, equality and fraternity.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Fundamental Rights (Art. 12-35) – Directive Principles of State Policy (Art. 36-51) – Fundamental Duties (Art. 51-A) – Writs etc.	3 hrs	
Practicals /Assignment: a. Assignments		-	
Total duration		6 hrs	

Unit - 2

Human Rights and Prisoners: An Introduction

Learning objectives:

The trainees will:

- i. Have an idea of the basic tenets of human rights;
- ii. Gain an overview of the basic instruments on international human rights;
- iii. Have an idea about international instruments prescribing the rights of prisoners.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Definition and types of human rights – Brief history of the development of the Human Rights concept.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief Overview (in plain language) of the: Universal Declaration of Human Rights – International Covenant on Civil and Political Rights – International Covenant on Economic, Social and Cultural Rights.	3 hrs	
3.	Brief overview and importance (in plain language) of the: UN Standard Minimum Rules for the Treatment of Prisoners (the Mandela Rules) – UN Standard Minimum Rules for the Administration of Juvenile Justice (the Beijing Rules) – The Bangkok Rules – Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.	3 hrs	
Practicals /Assignment: a. Video show: The Story of Human Rights b. Assignments		-	
Total duration		7.5 hrs	

Unit - 3

Human Rights and Prisoners in India

Learning objectives:

The trainees will:

- i. Know about the Protection of Human Rights Act, 1993 and its various provisions, NHRC, SHRC, etc;
- ii. Understand the role and mandate of the NHRC/SHRCs in protecting basic rights;
- iii. Know about the judiciary's role in protecting prisoners' rights.

Sl. No.	Topics	Duration	Method of Instruction
1.	The Protection of Human Rights Act, 1993: National Human Rights Commission: Functions and Powers – State Human Rights Commission – Rights of prisoners: Advisories, Illustrations of cases on prisoners' rights' violation.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Judicial Supervision and Intervention in Prisons: Illustration of a few important judgements on prisoners' rights (emphasis may be given to case laws like the Sunil Batra case, the core issue of which is torture imposed by a warder on a prisoner).	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Assignments. b. Write about two incidents reported in which the NHRC / SHRC ordered payment of compensation for improper action by the prison authorities/law enforcement officials. 		-	
Total duration		4.5 hrs	

Unit - 4**Protection of Prisoners' Rights: The Role of Officers****Learning objectives:**

The trainees will:

- i. Have a clear understanding that no person under any form of detention or imprisonment shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment and that no circumstance whatever, may be invoked as justification for such punishment;
- ii. Develop critical understanding of standards that are laid down in international human rights' instruments, Prison manuals and the Model Prison Manual 2016 in respect of prisoners' accommodation, food, maintenance of hygiene and sanitation, clothing and bedding and exercise;
- iii. Gain critical insight into admission procedures, search procedures, special attention to and sensitive handling of women prisoners.

Sl. No.	Topics	Duration	Method of Instruction
1.	Concept of human dignity – Prevention of torture and ill treatment – Need to ensure standards of accommodation, hygiene, clothing and bedding, food, drink and exercise, etc.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Respecting human rights during admission, search, supply of food, escort, etc. – Women prisoners' special needs – Handling with sensitivity – Body search, etc.	1.5 hrs	
3.	Protecting human rights while handling disciplinary issues – Use of force – Handling problematic prisoners – Complaints of violation of rights - Prison offences and punishments – Use of restraints, etc.	1.5 hrs	
4.	Prison Service: a public service – Role of officers (different from the police and military) – Need for professionalism and transparency - Ethical base – Preventing corruption, bribes, etc.	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Visit to prisons – observation of procedures and standards b. Films, discussion, reports and presentations. 		-	
Total duration		6 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Subsidiary (Exam in 50 Marks)
Module No.	:	ID-9
Module Title	:	Management Principles for Prison Officers
Duration	:	25.5 hours
Medium of Instruction	:	English

CONTENTS

Unit – 1.....An Introduction to Management

Unit – 2.....Organization

Unit – 3.....Motivation

Unit – 4.....Communication

Unit – 5.....Leadership

Unit – 6.....Human Relations and Organizational Conflict

Unit – 7.....Time Management

Unit - 1

An Introduction to Management

Learning Objectives:

The trainee officers will:

- i. Understand the concept and various levels of management;
- ii. Be able to identify the difference between Management and Administration;
- iii. Know about the functions and importance of management;
- iv. Know about the nature and purpose and principles of management;
- v. Know about key contributions made by F.W. Taylor, Henri Fayal, Elton Mayo to management thought.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	What is Management – Definition of Management – Features of Management Levels of Management – Functions of Management – Importance of Management – Principles of Management - Need for Management – Principles – Nature of Management Principles – Management Vs Administration – Prison Officer as a Personnel Manager.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion
2.	Contributions from the Pioneers of management - F.W. Taylor – Henri Fayol George Elton Mayo	1.5 hrs	<ul style="list-style-type: none"> ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals /Assignment: a. Assignments.		–	
Total duration		4.5 hrs	

Unit - 2

Organization

Learning Objectives:

The trainee officers will:

- i. Understand the concept and types of organization, authority and delegation;
- ii. Have knowledge about the meaning of organizational charts and manuals;
- iii. Understand decentralization and centralization of authority;
- iv. Know the importance of delegation of power and the obstacles to delegation.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Meaning of Organization - Need for Organization- Organizational Charts and Manuals- Types of Organization.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Span of Management - Meaning of Authority – Power - Sources of Authority - Types of Authority - Need for Authority.	1.5 hrs	
3.	Meaning of Delegation - Importance of Delegation – Types of Delegation– Guidelines for Delegation of Power - Obstacles to Delegation - Effective Delegation – Centralization and De-Centralization.	1.5 hrs	
Practicals /Assignment: a. Assignments.		–	
Total duration		4.5 hrs	

Unit - 3 Motivation

Learning Objectives:

The trainee officers will:

- i. Understand the meaning and importance of motivation;
- ii. Know the types and techniques of motivation;
- iii. Study the theories of motivation.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Meaning of Motivation – Nature and importance of Motivation- Objectives of Motivation - Classification of Motives - Process of Motivation – Types of Motivation - Management techniques to increase motivation.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Theories of motivation: Brief overview: Maslow's theory; Herzberg's theory; McGregor's theory; Vroom's Expectancy theory - Work Motivation.	1.5 hrs	
Practicals /Assignment: a. Assignments.		–	
Total duration		3 hrs	

Unit - 4 Communication

Learning Objectives:

The trainee officers will:

- i. Understand the meaning, nature, types and importance of communication;
- ii. Be able to identify the process of communication;
- iii. Learn the different methods of communication;
- iv. Learn about barriers in communication and to make it more effective.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Meaning of Communication – Nature and Importance of Communication – Objectives and Functions of Communication – Communication Process – Types of Communication – Methods of Communication – Barriers to Communication – Effective Communication.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals /Assignment: a. Assignments. b. Exercises on listening skills, effective communication etc.		–	
Total duration		3 hrs	

Unit - 5

Leadership

Learning Objectives:

The trainee officers will:

- i. Understand the meaning of leadership and its importance;
- ii. Know the qualities, functions and responsibilities of a leader;
- iii. Study the styles and theories of leadership.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Meaning of Leadership – Characteristics of Leadership – Functions and Responsibilities of Leadership Importance of Leadership Qualities - Styles of Leadership – Theories of Leadership - Leadership in Prisons and team work.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals /Assignment: a. Assignments.		–	
Total duration		4.5 hrs	

Unit - 6**Human Relations and Organizational Conflict****Learning Objectives:**

The trainee officers will:

- i. Understand the meaning of human relations and its importance;
- ii. Understand the meaning of conflict and its characteristics;
- iii. Know about types of conflicts and how to resolve conflicts.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Importance of Human Relations - Definition – Objectives of Human Relations - Factors Responsible for Growth of Human Relations – Improvement in Human Relations.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
2.	Conflict: Introduction– Meaning – Features – Types of Conflict – Conflict Resolution Styles in Organization.	3 hrs	
Practicals/Assignment: a. Assignments.		–	
Total duration		4.5 hrs	

Unit - 7

Time Management

Learning Objectives:

The trainee officers will:

- i. Understand the meaning and importance of Time Management;
- ii. Study the techniques of managing time.

Sl. No.	Topics	Duration	Method of Instruction (as applicable)
1.	Meaning of Time Management - Importance of Time Management-Time Absorbers -Techniques adopted for Time Management- Tips for Managing Time.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A
Practicals /Assignment: a. Assignments.		-	
Total duration		1.5 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Indoor Subsidiary (Exam in 50 Marks)
Module No.	:	ID-10
Module Title	:	Technology in Prison Administration
Duration	:	12 hours
Medium of Instruction	:	English

CONTENTS

Unit – 1.....Technology in Prison Administration.

Unit – 2.....Use of Social Media, Cyber Crime and Information Security, Basic Trouble Shooting.

Unit – 1
Technology in Prison Administration

Learning objectives:

The trainee officers will:

- i. Know about video conferencing, MIS, Prison Management Software etc;
- ii. Also have practical knowledge of various technology-enabled tools and equipment used in prison administration.

Sl. No.	Topics	Duration	Method of Instruction
1.	Use of MIS – Prison Management Software – Use of Biometric Access Control in Prisons etc - E-interview – Visitor Management using Software etc.	6 hrs	
2.	CCTV Systems-Metal Detectors (HHMD & DFMD) and Walkie Talkies – Wireless Communications –Scanners – Mobile phone detectors and jammers - etc.	4.5 hrs	
Total duration		10.5 hrs	

Unit – 2**Use of Social Media, Cyber Crime and Information Security****Learning objectives:**

The trainee officers will:

- i. Understand key issues related with social media usage;
- ii. Know about the important aspects of information security.

Sl. No.	Topics	Duration	Method of Instruction
1.	Social Media – Facebook – WhatsApp – Instagram – Other messaging services – Do's and Don'ts in Social Media etc.- Basic Trouble Shooting.	1.5 hrs	Practical Sessions combined with Lecture
Total duration		1.5 hrs	

(II) – Training Modules (Outdoor)

- a. The outdoor training modules are intended to develop physical fitness, stamina, endurance and certain practical skills including unarmed combat and weapons training, etc. required for the officers to discharge their duties effectively.
- b. The components of drill, which are required to sustain development of personality and bearing and to create an esprit de corps, have been included.
- c. Besides these, certain basic skills training, which are deemed essential for everyone, such as swimming, driving etc. are also included.

Calculation of the Training Period: Outdoor

Total number of days available for Outdoor Training	149 Days
Total number of hours available: (Morning 6.00 am – 8.00 am = 2 hours Evening 5.00 pm – 6 pm = 1 hour Total hours per day = 3 hours)	$149 \times 3 = 447$ hours
Total number of periods available (1 period = 45 minutes or 0.75 hour)	$447 / 0.75 = 596$ periods
Total number of periods required for completion of all Outdoor Modules	596 periods

(Note: *The following modules are mostly adopted from the BPR&D's Training Module for Deputy Superintendents of Police. Necessary customization is made in places to fit the Prison Officers' training needs.*)

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Outdoor
Module No.	:	OD-1
Module Title	:	Physical Training
Duration	:	135 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics / Items	Periods
1.	Road Walk and Run	15
2.	PT Table Cards	40
3.	Strengthening Exercises.	25
4.	Endurance Exercises	20
5.	Route March	15
6.	Shramdhan (every Friday)	20
Total Duration		135

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	I
Module Category	:	Outdoor
Module No.	:	OD-2
Module Title	:	Drill without Arms
Duration	:	55 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics / Items	Periods
1.	Attention – Stand at ease and stand easy	5
2.	Turning and inclining at the halt	3
3.	Dressing	1
4.	Forming up in three ranks	1
5.	Numbering and proving	1
6.	Open and Close order at the halt	1
7.	Dismissing and falling out – sizing	1
8.	Getting on Parade – Length of pace and time of reaching	2
9.	Formation of Squad with intervals	1
10.	Marching in quick time and halt	1
11.	Side pace – Paces forward and to the rear	1
12.	Marching in slow and at the halt	2
13.	Wheeling, Turnings and diagonal march in slow time	1
14.	Marking time forward and halt at the slow time	1
15.	Marking time forward and halt at the quick and double time	2
16.	Changing step in slow and quick time	1
17.	Marching, Making time and halting in double time	1
18.	Breaking into slow, quick and double time	1
19.	Marching in line in slow time – Wheeling in line in slow time	1
20.	Changing Direction by forming at the halt – and on the march in slow time	1
21.	Changing direction by forming at the halt and on march in quick time	1
22.	Forming squad at the halt and on the march in slow time	2
23.	Forming squad on the march in quick time	2
24.	Marching off in single file and reforming three ranks	2
25.	Forming two ranks from three ranks	1

26.	Forming three ranks from two ranks	1
27.	Marching in slow time and turnings	1
28.	Marching in quick time and turnings	1
29.	Stepping out and stepping short in quick time	1
30.	Wheeling, turnings and diagonal march in quick time	2
31.	Saluting at the halt – Saluting to the front and message	5
32.	Saluting to the flank – to the right and left	5
33.	Demonstration of topics 1- 32 by trainees	2
Total Duration		55

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Module Category	:	Outdoor
Module No.	:	OD-3
Module Title	:	Drill with Arms
Duration	:	58 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics / Items	Periods
1.	Slope from the Order & Order from the Slope	2
2.	Present from the Slope & Slope from the Present	2
3.	Ground Arms and Take up Arms	1
4.	Fix Weapons and Unfix Weapons	1
5.	Port from the Slope – Slope from the Port – Port from the Order – Order from the Port –	1
6.	For inspection – Port Arms – Ease Springs	1
7.	Examine from the port – Ease Springs, Port from the examine – Order from the examine	1
8.	Trail from the Order – Order from the Trail – Trail from the Slope – Slope from the Trail	1
9.	Secure from the Slope – Slope from the Secure	1
10.	Secure from the Order – Order from the Secure	1
11.	Changing arms at the Slope and at the Trail	1
12.	Changing Arms at the Secure	1
13.	Tighten Sling (Sling kas) and Loose Sling – (Sling dheel)	1
14.	On-Guard from the Slope – Slope from the On-Guard	1

15.	On-Guard from the Order – Order from the On-Guard	1
16.	High Port from the ON-Guard, from the Slope and from the Order	1
17.	Sling Arms and Shoulder Arms	1
18.	Attention – Stand at ease and stand easy with a Rifle	1
19.	Turning and inclining with a Rifle	1
20.	Dressing at the order and at the slope	1
21.	Dress up (Sajja), Left dress – Right dress and Centre dress	1
22.	Saluting at the halt (Butt Salute) (Front Salute) and at the march and message salute	1
23.	Saluting with the Rifle on the march to the right and left	1
24.	Marching in quick time with rifle	2
25.	Marching in slow time with rifle	1
26.	Turnings and diagonal march in slow and quick time	1
27.	Marching, Making time and halting in slow and quick time with a rifle	1
28.	Turnings and Wheeling in slow and quick march with a rifle	1
29.	Open and close order march in slow and quick time with a rifle	1
30.	Dismissing, Break off (Swasthan) fall out (Line tor) fall in (Line Ban)	1
31.	Changing directions at the halt – slow and quick time	2
32.	Forming squad at the halt – slow and quick time	3
33.	Breaking into slow, quick and double time	1
34.	Saluting with a rifle, message salute and saluting to the flank	1
35.	March at attention, March at stand at ease for route march	1

36.	Stepping out – Stepping short in quick time with arms	1
37.	Squad in line – Marching off in a single file and reforming in three ranks	1
38.	Squad advance in file from line and forming column of threes and lines with rifles.	1
39.	Squad advance in file from column of threes and forming in line and in column of threes with rifles	2
40.	Squad drill with arms	10
41.	Demonstration of topics 1- 40 by trainees	2
Total Duration		58

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Module Category	:	Outdoor
Module No.	:	OD-4
Module Title	:	Crowd Control Drills and Techniques
Duration	:	54 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics / Items	Periods
A.	Lathi	
1.	Short lathi – Description – Attention, Stand at ease and stand easy	2
2.	Turnings and dressing at the halt with a lathi	1
3.	Marching with a lathi	1
4.	Saluting at the halt – Saluting at the march and message salute	1
5.	Saluting with a lathi – dismissing of squad at the halt	1
6.	Changing direction at the halt and in slow and quick time and forming the squad at the halt in slow and quick time	1
7.	Lathi class opening – 1 to 4 exercises and closing the class	4
8.	Marching – Saluting to the front and message salute – saluting to the flank (Right and left)	2
9.	Practical use of lathi etc. for crowd control	8
B.	Nonlethal Weapons	
1.	Taser guns / electric lathi – Introduction, effects etc.	3
2.	Water cannons - Introduction, effects etc.	3
3.	Teargas / tear Smoke - Introduction, effects etc.	3
4.	Practical exercises with Taser guns / electric lathi, Water cannons, Tear smoke etc. for crowd control/mob operation	24
Total Duration		54

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Module Category	:	Outdoor
Module No.	:	OD-5
Module Title	:	Weapons Training
Duration	:	50 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics / Items	Periods
303 Rifle		
1.	Introduction, Characteristics, Identification and Types – Difference between .303 Rifle and .410 Musket	2
2.	Stripping – Names of the Parts and Assembling	2
3.	Sight setting	2
4.	Care and Cleaning	2
5.	Loading and Unloading	2
6.	Lying position and Hold	2
7.	Aiming – I – Range and figure target	2
8.	Trigger Control	1
9.	Firing a Shot	1
10.	Aiming – II – Alteration of sights	1
11.	Bolt manipulation	1
12.	Demonstration of topics 1- 11 by trainees	2
Sub-total Duration		20

9 mm Pistol		
1.	Introduction, inspection of Pistol, Safety precautions, Stripping- Names of the Parts and Assembling, Drawing and returning the Pistol	4
2.	Care and Cleaning, Loading and Unloading, Loading of a Magazine, unloading the Magazine, Firing positions, Make safe, Stoppages and immediate action	4
3.	Demonstration of topics 1- 2 by trainees	1
Sub-total Duration		9
AK. 47		
1.	Introduction, Orientation, General data – Characteristics – Limitations	2
2.	Stripping – Names of the Parts and Assembling – Care and Cleaning	4
3.	Loading and Unloading, firing positions and carrying positions, stoppages and immediate actions.	3
4.	Demonstration of topics 1- 3 by trainees	2
Sub-total Duration		11
7.62 mm SLR		
1.	Introduction, Characteristics, General Description and data	1
2.	Stripping – Names of the Parts and Assembling	2
3.	Care and Cleaning	1
4.	Loading and Unloading – Aiming – Holding and Sight setting – Carrying position	2
5.	Firing a Shot – Stoppages and Immediate Action	2
6.	Demonstration of topics 1- 5 by trainees	2
Sub-total Duration		10
Total Duration		50

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Module Category	:	Outdoor
Module No.	:	OD-6
Module Title	:	Firing Practice
Duration	:	24 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics /Items	Periods
1.	303 Rifle	6
2.	9 mm Pistol	6
3.	AK 47	6
4.	7.62 mm SLR	6
Total Duration		24

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Outdoor
Module No.	OD-7
Module Title	Unarmed Combat and Self-defence Techniques
Duration	40 Periods (One Period – 45 Minutes)
Medium of Instruction	English / Hindi and Concerned Terminologies

Sl. No.	Topics / Items	Periods
1.	Unarmed Combat & Self-defence Techniques	40
Total Duration		40

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Outdoor
Module No.	OD-8
Module Title	Additional Skills and Fitness Training Games Yoga/Meditation Driving Swimming
Duration	180 Periods (One Period – 45 Minutes)
Medium of Instruction	English /Hindi/Other Desirable Mode

Sl. No.	Topics / Items	Periods
Games		
1.	Games of choice (Compulsory)	100
Yoga / Meditation		
1.	Basics of Meditation and Yoga	40
Driving		
1.	Driving: Theory & Two Wheeler Practical Classes	10
2.	Driving: Theory & Four Wheeler Practical Classes	20
Swimming		
1.	Basic Swimming Skills	10
Total Duration		180

Training Module for Fields Visits

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Training Phase	I
Module Title	Field Visits
Duration	10 days
Medium of Instruction / Report Making	English / Hindi

Module for Field visits

The objective of field visits is to expose officers to the real nature and functioning of prisons and other allied institutions such as police stations, courts, juvenile justice institutions, mental health centres, etc. This will help them understand the working of such institutions and also provide them an opportunity to interact with officials working there.

Instructions regarding the Field Visits.

- i. The trainee officers shall submit a field visit report upon completion of such visits.
- ii. The report should contain the following details of the visited institution;
 - a. Introduction about the institute
 - b. Origin and history of the institute (if applicable)
 - c. Key functions of the institute
 - d. Administrative hierarchy of the institute
 - e. Infrastructure (Total area, No. of buildings/blocks/sections/wings/departments etc.)
 - f. Statistics, number of programmes run by the institute, if any.
- iii. Apart from the above details, reports on visits to prison institutions should contain the following additional information:
 - a. Industries in the prison;
 - b. Agricultural work, prison garden etc.;
 - c. Prison products and outlets;
 - d. Details of reformation and rehabilitation programmes, etc.
 - h. Trainee officer's own opinion on the visit and about the institution.
 - i. Key learning points.

Field Visits

The following are the important institutions suggested for inclusion in the field visit module:

Sl. No.	Institutions	Duration
1.	Central Prison	1 day
2.	Special Prison for Women / Open Prison	1 day
3.	Borstal School	½ day
4.	District Jail, Sub-Jail etc.	½ day
5.	Mental Health Centre / Prisoners Ward in a General Hospital	½ day
6.	Juvenile Justice Board and Child Welfare Committee/ Special Home / After care Home	½ day
7.	District Police Office and District Crime Records Bureau / Police Control Room	½ day
8.	One-Stop Crisis Centre	½ day
9.	Armed Reserve Police Camp / Police Station (including Juvenile Police Unit) / Police Training School	½ day
10.	Forensics Science Lab / Regional Probation Office	½ day
11.	District Collector Office	½ day
12.	Fire and Rescue Services Station (Demo of Fire Fighting Equipments)	½ day
13.	NGOs working in Prisons	½ day
14.	District Court, CJM Courts, Human Rights Court etc.	½ day
15.	District Legal Services Authority or Taluka Legal Services Committee / Office of the Public Prosecutor	½ day
16.	State Human Rights Commission	½ day
17.	Any other institutions, as deemed relevant	1 day
Total Duration		10 days

Training Module for Study Tour:

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Training Phase	I
Module Title	Study Tour
Duration	15 days
Medium of Instruction /Report Making	English / Hindi

Introduction to the Module :

- i. Every batch of trainee officers shall be sent on study tour as part of their basic training.
- ii. Through this, they are exposed to the various prison institutions other than those in their own States and they also get the opportunity to mingle and share knowledge with their counterparts and senior officers from across the country.
- iii. The study tour shall be of 15 days' duration and will cover prisons and allied institutions in at least 5 states.
- iv. Upon completion of the study tour, a detailed tour report shall be submitted by the trainee officers in the prescribed format.

The following are the important institutions suggested for inclusion in the study tour.

Sl. No.	Institutions	Minimum No. of Institutions to be visited
1.	Prison Headquarters and Calling on the DG/IG Prisons and Correctional Services	In 3 States
2.	Central Prison	5
3.	Special Prison for Women	2
4.	District Prison	2
5.	Special Sub-Jail / Sub-Jail	2
6.	Open Prisons/Open Camp	2
7.	State Prison Training Institute	1
8.	Institutions such as: NHRC; High Courts; BPR&D; NCRB; NICFS; NISD; NALSA; NCW; NCSC/ST/ etc.	5
Total		22

Training Module for Phase - I : Stage - II of Basic Training:

Phase-I: Stage-II of the Basic Training will be of one-month duration. This Stage is dedicated for the conduct of examinations, evaluation, practice of the passing-out parade, etc. A general outline of Phase-I: Stage - II is given below:

Examinations, Evaluation and Passing-out Parade

Allocation of Days in Phase - I: Stage - II

Sl. No.	Purpose	No. of Days Allotted
1.	Firing test / examination	1 day
2.	Outdoor examination	1 day
3.	Written examination for indoor modules	10 days
4.	Viva voce	1 day
5.	Ceremonial parade practice (POP)	10 days
6.	Passing Out Parade	1 day
Total Number of Days		24 days

Examinations:

Examinations are an important part of the training process. The performance of the trainee officers in examinations, both indoor and outdoor, is the best indicator of the effectiveness of training, the commitment, hard work, aptitude, attitude and interest of the trainee officer. Hence, conducting examinations for all the subjects is an essential component of training.

Name of the Modules and Maximum Marks

Sl. No.	Subject	Duration	Max. Marks
Indoor			
1.	Prison and Correctional Administration	3 hrs.	100 marks
2.	Criminology and Victimology	3 hrs.	100 marks
3.	Penology and Alternatives to Imprisonment	3 hrs.	100 marks
4.	Psychology	3 hrs.	100 marks
5.	Sociology and Social Work	3 hrs.	100 marks
6.	Criminal Laws and Minor Acts	3 hrs.	100 marks
7.	Human Rights and Good Prison Management	3 hrs.	100 marks
8.	Constitution of India	3 hrs.	100 marks
9.	Management Principles for Prison Officers	1.5 hrs.	50 marks
10.	Technology in Prison Administration	1.5 hrs.	50 marks
Sub-Total (Indoor)			900 marks

Outdoor		
1.	Physical Training	30
2.	Squad Drill	30
3.	Knowledge and Ability	30
4.	Command and Control	30
5.	Sword Drill	15
6.	Lathi Drill	15
7.	Shooting	40
8.	Sports and Games	30
9.	Unarmed combat	30
Sub-Total (Outdoor)		250 Marks
Other Forms of Assessment		
1.	Internal Assessment	50 marks
2.	Viva-Voce	100 marks
3.	Director's Assessment	100 marks
Sub-Total (Other Forms of Assessment)		250 marks
	Grand Total	1400 marks

Introduction to Phase-II of Basic Training: Institutional Attachment

- i. This Second Phase of training, i.e., Institutional Attachment, will help give the trainees exposure to prisons and correctional administration.
- ii. This is also a module for application of the knowledge imparted to them through the theoretical training in the First Phase of Training.
- iii. During the Institutional Attachment period, the trainee officers will be assigned to prisons and other stakeholder institutions in the criminal justice system such as police, prosecution, courts, etc., for a prescribed duration.
- iv. During this period, the trainee officer will remain under the administrative control of the Training Institute.
- v. The Training Institute shall continue to supervise the performance of trainee officers by engaging its faculty members (Faculty Co-ordinators for Field Attachment) to supervise such field attachment through constant touch with the institutions identified for attachment.
- vi. The faculty will also visit the institutions for attachment and the trainee officers and report the progress to the Head of the Training Institute. However, the responsibility of daily supervision and guidance for the trainee officers will remain with the Head of the respective institutions to which the trainees are attached.
- vii. Confidential Report by the Head of the Prison/Institution for Attachment - On completion of such field attachment, the Training Institute shall seek a confidential report from the Heads of these institutions for assessing the trainee officer's field performance.

Note: The trainee officer shall follow the Superintendent/Head of the institution everyday on his rounds and take down notes which will be submitted to them daily, along with the details of work assigned to him and learning points, for their perusal. This will be finally submitted to the Training Institute in the form of a report.

Training Module for Institutional Attachment

Training Manual	Training Manual for the Basic Course for Prison Officers
Training Phase	II
Module Title	Institutional Attachment
Duration	3 Months (75 Working Days)
Medium of Instruction / Communication	English / Hindi / Vernacular

Day/s	Programme	Duration
1 st day	<ul style="list-style-type: none"> Visit to the State Prison & Correctional Services Headquarters for orientation on the overall functioning of the Department and the organization of the headquarters. 	1 day
2 nd day	<ul style="list-style-type: none"> Commencement of attachment at the Central Prison. Meeting with the Superintendent and other senior officers. General orientation. 	1 day
3 rd - 5 th day	<ul style="list-style-type: none"> Attachment for Warder's duties 	3 days
6 th - 8 th days	<ul style="list-style-type: none"> Attachment for Head/Chief Warders' Duties 	3 days
9 th - 11 th days	<ul style="list-style-type: none"> Attachment for Main Gate Operations 	3 days
12 th - 14 th days	<ul style="list-style-type: none"> Attachment for Kitchen and Food Supply Operations 	3 days
15 th - 17 th days	<ul style="list-style-type: none"> Attachment with Prison Industries 	3 days
18 th - 20 th days	<ul style="list-style-type: none"> Attachment for Interview Management 	3 days
21 th - 23 rd days	<ul style="list-style-type: none"> Attachment with the Prison Hospital and Medical care 	3 days
24 th - 26 th days	<ul style="list-style-type: none"> Attachment for Central Tower Duty 	3 days
27 th - 30 th days	<ul style="list-style-type: none"> Attachment for Remission 	4 days
31 st - 32 nd days	<ul style="list-style-type: none"> Attachment with the Establishment Section 	2 days
33 rd - 34 th days	<ul style="list-style-type: none"> Attachment with the Canteen Management 	2 days
35 th - 36 th days	<ul style="list-style-type: none"> Attachment with the Library, School, Other Recreational Centres, etc. 	2 days
37 th - 39 th days	<ul style="list-style-type: none"> Attachment with the Deputy Superintendent's Office 	3 days
40 th days	<ul style="list-style-type: none"> Commencement of attachment at the Open Prison. Meeting with the Superintendent and other officers. General orientation. 	1 day
41 th - 43 rd days	<ul style="list-style-type: none"> Attachment with various sections/areas in the open prison 	3 days
44 th days	<ul style="list-style-type: none"> Commencement of attachment at the District Prison. Meeting with the Superintendent and other officers. General orientation. 	1 day

45 th - 47 th days	▪ Attachment with various sections/areas in the District Prison	3 days
48 th - 50 th days	▪ Attachment with the Special Sub Jail/Sub Jail ▪ Orientation and learning of key aspects of general management and administration.	3 days
51 st - 52 nd days	▪ Learning of activities carried out by NGOs (Prison related)	2 days
53 rd - 54 th days	▪ Attachment with the Police Station	2 days
55 th - 56 th days	▪ Attachment with the District Police Office	2 days
57 th - 58 th days	▪ Attachment with the District Magistrate's Office	2 days
59 th - 60 th days	▪ Attachment with the District Court	2 days
61 st - 62 nd days	▪ Attachment with the CJM's Court	2 days
63 rd - 65 th days	▪ Attachment with the Taluk/District/State Legal Services Authority	3 days
66 th - 67 th days	▪ Attachment with the Office of the Public Prosecutor	2 days
68 th - 69 th days	▪ Attachment with the Juvenile Justice Board and Child Welfare Committee	2 days
70 th days	▪ Attachment with the Forensic Science Laboratory	1 day
71 st - 73 rd days	▪ Attachment with MIMHANS, NGOs providing de-addiction programmes	3 days
74 th - 75 th days	▪ Report back to the Central Prison and Completion of Institutional Attachment.	2 days

Introduction to Phase-III of Basic Training: Debriefing and Appraisal of the Performance of the Trainee Officers during the Institutional Attachment

- i. A 2-week long Phase-III is included as the last part of the Basic Training of Prison Officers.
- ii. On completion of Phase-II of training, i.e., Institutional Attachment, the trainee officers will report back at the Training Institute for this Phase of training.
- iii. The key objective of this Phase of training is to obtain feedback on Institutional Attachment and Debriefing of the trainees.
- iv. Assessment and Evaluation - There shall also be assessment and evaluation of the performance of the trainee officers during the institutional attachment.
- v. This assessment and evaluation will be-done by a panel consisting of the Director/ Head of the Training Institute and Faculty Co-ordinators for field attachment.
- vi. A maximum of 100 marks is allotted for this phase.

Methods of Assessment, Evaluation and Allotment of Marks.

Evaluation of	Maximum Marks
Confidential report submitted by the Heads of Prisons/Institutions for attachment	20
Report on field attachment submitted by the trainee officer	30
Presentations by the trainee officer during debriefing	50
Total	100

Training Module for Debriefing and Appraisal of Performance during Institutional Attachment

Training Manual Title	:	Training Manual for the Basic Course for Prison Officers
Training Phase	:	III
Module Title	:	Debriefing and Appraisal of Performance during Institutional Attachment
Duration	:	2 weeks (12 working Days) *
Medium of Instruction	:	English

Day/s	Programme	Duration
1 st day	<ul style="list-style-type: none"> ▪ Report at the Academy ▪ Orientation about Phase-III 	1 day
2 nd day	<ul style="list-style-type: none"> ▪ General Overview of Institutional Attachment and Submission of Reports (own reports about the institutional attachment and report from supervising officers). 	1 day
3 rd - 4 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Central Prison. 	2 days
5 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the District Prison 	1 day
6 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Open Prison. 	1 day
7 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Special/ Sub Jail 	1 day
8 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with Police Institutions 	1 day
9 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with Judicial Institutions 	1 day
10 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with other Institutions 	1 day
11 th - 12 th day	<ul style="list-style-type: none"> ▪ Assessment and evaluation 	2 days

* If the number of trainees is less than 30, then the debriefing period will be reduced to one week.

Training Modules for Specialised Short-term Programmes:

The trainee officers will have a good understanding of the functioning of the key aspects of the Inter-operable Criminal Justice System (ICJS) including the functioning of E-courts and E-prisons.

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-1
Module Title	Integrated Criminal Justice System (ICJS) and Prison Administration
Duration	2 Days
Medium of Instruction	English

The Inter-Operable Criminal Justice System (ICJS)

Sl. No.	Topics / Sessions	Duration
1.	Integrated Criminal Justice System – An overview	1.5 hrs
2.	Crime and Criminals Tracking Network and Systems	1.5 hrs
3.	E-Committee for monitoring the use of Information Technology and Administrative Reforms in the Indian Judiciary	1.5 hrs
4.	E-Courts	1.5 hrs
5.	E-Prisons	1.5 hrs
6.	Practical Demonstrations	4.5 hrs
Total		12 hrs

Note: As this training programme needs access to the ICJS database/E-courts/ E-prisons logins, **only professionally competent and authorized officials from the National Informatics Centre (NIC) / other approved organizations shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-2
Module Title	Personality Development
Duration	3 Days
Medium of Instruction	English

Overview:

This module is specifically designed to cater to the demands of a training course on personality development organized for officers in the Department of Prisons and Correctional Services and the key objective is to improve their functional efficiency. When effectively operationalized, the module topics should ensure that participants are given adequate opportunity to gain skills that will help improve their personality.

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, other materials as specified by the trainers etc.

Sl. No.	Topics / Sessions	Duration
1.	Communication skills within the Organization	1.5 hrs
2.	Interpersonal Relations	1.5 hrs
3.	Group Dynamics and Team Building	1.5 hrs
4.	Motivation skills and Leadership	1.5 hrs
5.	Etiquette	1.5 hrs
6.	Time Management	1.5 hrs
7.	Conflict Management and Stress Management	1.5 hrs
8.	Performance Appraisal	1.5 hrs
9.	Enhancing the Power of the Mind and Positive Thinking	1.5 hrs
10.	Public Speaking Skills	1.5 hrs
11.	Professional Ethics and Morality	1.5 hrs
12.	Feedback on the Course	1.5 hrs
Total		18 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in prison officers, **only professionally qualified and experienced trainers with proven track record shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-3
Module Title	Prison Emergencies and their Management
Duration	3 Days
Medium of Instruction	English

Overview:

The principal objective of this programme is to train officers for various emergency situations (riots, mass escapes, hostage-situations, assaults on staff and inmates, suicides, inmate agitations etc.) in prisons and to impress upon the trainee officers, the importance of and methods for developing a strategic framework to effectively deal with such situations.

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, other materials, as specified by the trainers etc.

Sl. No.	Topics / Sessions	Duration
1.	Safety and security in prisons: An overview of Prison Emergencies	1 hr
2.	Hostage situations	2 hrs
3.	Escapes and outbreaks	2 hrs
4.	Fire accidents	1 hr
5.	Deaths and other medical emergencies in prisons (including self harm)	3 hrs
6.	Hunger strikes and mass agitations	2 hrs
7.	Riots, inmate clashes and assault on staff – Dealing with formation of groups /gangs.	3 hrs
8.	Dealing with high risk offenders in prisons	2 hrs
9.	Prison incidents: Dynamic security, Staff accountability and Legal implications – Procedures to be followed after occurrence of incidents like preservation of evidence, intimation, enquiry etc.	2 hrs
10.	Developing a strategic framework to deal with prison emergencies	2 hrs
Total		20 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only professionally qualified and experienced prison officers and other experts with proven track record shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP- 4
Module Title	Gender Sensitization
Duration	3 Days
Medium of Instruction	English

Overview:

Prison officers need to develop and exhibit a gender sensitive approach in their profession. This course is intended to sensitize and equip them with the necessary knowledge and skills in gender related issues.

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, other materials as specified by the trainers etc.		
Sl. No.	Topics / Sessions	Duration
1.	Social Construction of Gender	1.5 hrs
2.	Crime, Women, and Violence Against Women	1.5 hrs
3.	Representation of Women in Media	1.5 hrs
4.	Gender and Human Rights Abuses in Prisons	3 hrs
5.	Gender Sensitivity and Prison Personnel	1.5 hrs
6.	Gender-sensitive Prison Management - Women and Third Gender – Women Friendly Prisons	1.5 hrs
7.	The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013.	3 hrs
8.	Institutional Mechanisms for Redressal of Grievances of Female Staff	1.5 hrs
9.	Management of Female Prisoners: From the Field Case Studies	3 hrs
Total		18 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only professionally qualified and experienced trainers/faculty with proven track record in Gender Sensitization shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-5
Module Title	Search Procedures and Techniques
Duration	1 Day
Medium of Instruction	English

Overview

- i. This short-term programme aims to help trainee officers sharpen their searching skills.
- ii. This programme is divided into sub-sections that deal with techniques for clothed body searches, unclothed body searches and cell or area searches.
- iii. The lecturing / presentation session shall be followed with a visit to nearby prison institutions for demonstration and practical sessions on how to conduct searches.

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, other materials as specified by the trainers etc.

Sl. No.	Topics / Sessions	Duration
1.	Contrabands: An overview Prohibited articles – Smuggling, Usage and Prevention: Search – Reasons for search; Principles of search; Importance of Search: Channels for the Inflow of Contraband - Types of Search: Strip or Visual Search; Security Search/check (1. Locks and doors, 2. Bars and grills, Windows and screens, 4. Electrical outlets and fixtures, 5. Wash rooms, 6. Supply, storage and cleaning rooms, 7. Miscellaneous areas and equipment); Routine search; Surprise Search - Principles of Search, 1) Systematic, 2) Thorough, 3) Objective - Search of visitors - Search of staff - Search of prisoners: Procedures to be followed after confiscation/ seizure of contraband.	4.5 hrs
2.	Demonstration / Practicals at the Prison	3 hrs
Total		7.5 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only senior officers having expertise and substantial experience in search and seizure of contraband shall be invited for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-6
Module Title	First Aid and CPR
Duration	1 Day
Medium of Instruction	English

Overview:

- i. Prison officers are in charge of several hundred people on a 24/7 basis and may be called upon to professionally respond to an emergency situation in the prison.
- ii. This short-term programme is intended to provide the basic knowledge and skills required to deal with emergency medical situations.

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, other materials as specified by the trainers etc.

Sl. No.	Topics / Sessions	Duration
1.	Before Giving Care and Checking an Injured or Ill Person - Cardiac Emergencies and CPR - Other Emergencies – Choking; Electric Shock; Poisoning (Artificial, Animal bites, Snake bites and Stings, Plants etc.); Lightning; Falling; Wounds, Fractures and Burns etc.	3 hrs
2.	Demonstration of various first aid/CPR methods and hands-on sessions including transportation of patients and the injured.	3 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only qualified and experienced medical and paramedical professionals/trainers with proven track record shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-7
Module Title	Prevention of Suicides in Prisons
Duration	1 Day
Medium of Instruction	English

Overview:

- i. This specialized training programme is intended to inform officers about the importance of the staff's efforts in preventing suicides and to provide the basic skills and techniques for identification of suicidal inmates and responding to suicides in prisons. (Suicide is an issue which is closely connected with medical care and safety).
- ii. The training programmes on Medical Emergencies, First Aid and CPR and Prevention of Suicides in Prisons may be combined and conducted on the same day.)

Materials required for the sessions: White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, other materials as specified by the trainers etc.

Sl. No.	Topics / Sessions	Duration
1.	Suicide in Prisons: Introduction - Preventing Prison Suicides: Role of the Prison Officer.	1.5 hrs
2.	Identifying Suicidal Inmates - Responding to Suicidal Inmates – Monitoring: Following-up on Suicidal Inmates – Following-up Suicide – coping for self and others	4.5 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only experienced senior officers, medical and other professionals having considerable expertise in suicide detection and prevention (especially in prison settings) shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-8
Module Title	Building Maintenance and Electrical Safety
Duration	1 Day
Medium of Instruction	English

Overview:

This specialized session is intended to provide basic knowledge and skills in the following topics (list is indicative) -

- i. Building Maintenance
- ii. Preventive maintenance of systems and equipment.
- iii. Prevention of electricity related accidents
- iv. Precautions that must be taken to protect inmates and staff from dangers such as electric shock, electrocution, fires, and explosions.

Sl. No.	Topics / Sessions	Duration
1.	Basics of building maintenance: General repairs – Preventive maintenance	3 hrs
2.	Electricity: Safety Measures; Precautions; Do's and Don'ts	3 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies in the prison officers, **only professionally qualified and experienced engineers / safety experts with proven track record shall be engaged for the sessions.**

Training Manual Title	Training Manual for the Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-9
Module Title	Basics of General Office Procedures, Service Rules, Financial Regulations, Vigilance and Anti-Corruption Measures in Prisons
Duration	3 Days
Medium of Instruction	English

Overview:

- i. This session is aimed at providing officers with the basic knowledge of general office procedures, financial regulations and service rules.
- ii. This course is also intended to impart basic awareness about vigilance and anti-corruption measures in prisons.

Sl. No.	Topics / Sessions	Duration
1.	General Office Procedure	3 hrs.
2.	Service Rules	3 hrs.
3.	Financial Regulations and Management – E-tender – Latest Govt. Orders on Financial Matters.	4.5 hrs.
4.	Departmental Enquiry - Report Writing - Drafting Skills etc.	4.5 hrs.
5.	Vigilance and anti-corruption measures.	3 hrs.
Total		18 hrs.

Note: As this programme is intended to instill certain specialized skills and competencies in the prison officers, **only experienced senior officers having expertise in service rules, financial management and administrative matters shall be engaged for the sessions.**

ANNEXURE - II

Training Manual - Basic Course for Prison Warders:

The Training Manual for the Basic Course for Prison Warders is intended to provide comprehensive instruction for prison warders at their induction level, conforming to certain standards of training and also teaching skills, by incorporating the relevant international standards prescribed in various UN Manuals, national standards and through judicial pronouncements.

The person selected for the post of Warder should be properly oriented to the prison service. The Basic Course for Prison Warders will be of 9-months and 2-weeks' duration.

The Basic Training Course is designed to impart the necessary knowledge, skills, attitudes and exposure required for the newly recruited prison Warders.

The 9-months and 2-week period will be divided into three Phases as mentioned below:

- i. Phase-I, the initial 7 months' period;
- ii. Phase-II, the next 2 months' period and
- iii. Phase-III, the last 2-week period

1. Training Components and Activities included in each Phase:

Phase		Components/ Activities
Phase - I	Stage - I	1. Regular Indoor and Outdoor Sessions 2. Field Visits 3. Specialized Short-term courses and Training Sessions
	Stage - II	4. Examinations 5. Passing Out Parade Practice 6. Passing Out
Phase - II	■ Institutional Attachment	
Phase - III	■ Debriefing on Institutional Attachment (Not mandatory but desirable and to be conducted at the place of attachment/headquarters)	

2. Calculation of the Total Training Duration:

The following Table provides a comprehensive idea of the calculation of the total duration and number of days available in each Phase.

Phase - I	
Stage - I	
Number of days available during 1 st to 6 th Months (30 x 6)	180 days
Less Sundays & 2 nd Saturdays (Sundays- 4x6 = 24; 2 nd Saturdays - 1x6=6)	30
Less Other Holidays (1x6=6, Average one holiday in each month)	6

Less Total	-36
Total Available Days in Phase-I	180-36=144 Days
Less Field visit Days	10
Less Days for Specialized Short-term Courses and Training Sessions	10
Less Total	-20
Total Available Days in Stage- I	144-20=124 Days
Days available for Indoor Classes: 124-18 Saturdays = 106 days Saturdays are earmarked for activities (such as barrack cleaning, uniform kit maintenance, arms cleaning etc.) There shall not be any Indoor Classes on Saturdays.	106 days
Days available for Outdoor Classes: 124 + 10 field visit day = 134 days (during field visit days, there shall be regular outdoor session)	134 days
Stage-II	
Number of days available during the 7 th Month (1x 30)	30 days
Less Sundays and 2 nd Saturdays (Sundays-4x1=4; 2nd Saturdays-1x1=1)	5
Less one holiday	1
Less Total	-6
Total Available Days in Stage-II for Examinations; POP etc.	30-6=24days
Phase - II	
Number of days available during 8 th & 9 th Months (30x2)	60 days
Less weekly off (2x4=8)	8
Less Other Holidays (1 x 2= 2; Average one holiday in each month)	2
Less total	-10
Total Available Days in Phase –II	60-10=50days
Phase - III	
Number of days available during 2 – week (7x2)	14 days
Less Sundays	2
Total Available Days in Phase –III	14-2=12 days
Total training Days in 9 Months	144+24+50+12=230 days

3. Calculation of Training Period: Indoor Modules:

Total number of days available for Indoor Training	106 Days
Total number of hours available : Monday to Friday (106 days) – 4 periods per day; each period is 45 minutes, i.e., 3 hours x 106 days	318 hours
Total number of hours required for completion of all indoor Modules	318 hours

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	I
Module category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-1
Module Title	:	Prison Manual and Rules
Duration	:	106 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS:

Unit-1	Prisons: The Origin and Development
Unit-2	Criminal Justice System and Role of Prisons
Unit-3	Prisons: Organization and Classification
Unit-4	Duties of Prison Officers and Warders: An Overview
Unit-5	Admissions, Classification and Daily Routine of Prisoners
Unit-6	Prisoners' Diet, Clothing and Bedding
Unit-7	Prisoners' Contact with the Outside World
Unit-8	Medical Care in Prisons
Unit-9	Security and Custodial Management in Prisons
Unit-10	Management of Emergencies in Prisons
Unit-11	Welfare and Treatment Programmes
Unit-12	Remission System and Release of Prisoners

Unit - 1

Prisons: The Origin and Development

Learning objectives:

The trainees will:

- i. Have a clear understanding about the origin and development of prisons;
- ii. Know about various forms of prison designs and prison architecture during the past;
- iii. Know about the history of offences and punishments in prisons etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	History of Prisons: Origin of prisons – Prisons in ancient periods – Prisons in various forms: Gaols or Jails; Penal colonies; Prison life in olden days: offences and the barbaric punishments in prisons.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	History of Prisons in India: Prisons in ancient and medieval times –Mughal Period – Prisons under the British Rule – Cellular Jails – Other Jail Designs etc. – Prisons in India after independence: Milestones and important Committees and Commissions.	3 hrs	
Practicals /Assignment: a. Arrange visits to prisons and ask the trainees to prepare brief reports about such visits. Also show them videos with relevant content. b. Ask the trainees to write assignments on the development of prisons in India.		–	
Total duration		6 hrs	

Unit - 2
Criminal Justice System and Role of Prisons

Learning objectives:

The trainees will:

- i. Have a clear understanding about the basic organizational structure of the Criminal Justice System;
- ii. Have an understating of the organization of the Prisons and Correctional Services Department and various prison institutions and their classification;
- iii. Be able to understand the crucial role of a Warder in prison administration.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction to the Criminal Justice System: The Police, Prosecution, Courts, Prisons and Correctional Administration, Probation and Aftercare Services.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Role of Prisons and Correctional Services	1.5 hrs	
3.	Organization of the Department of Prisons and Correctional Services in the state and importance of the Prison Manual and Rules.	1.5 hrs	
4.	Warders in prison administration – Prison work is not police work.	1.5 hrs	
	Practicals /Assignment: <ol style="list-style-type: none"> a. Arrange field visits to Police Stations, Courts, etc. b. Arrange visits to prisons to observe how Warders are engaged in various duties. 	–	
Total duration		6 hrs	

Unit - 3**Prisons: Organization and Classification****Learning objectives:**

The trainees will:

- i. Have a basic understanding about the organization of offices of various senior prison officers;
- ii. Be able to know in detail the different types of prisons and the administration of prisons;
- iii. Will know about the basic structure and architecture of different types of prisons;
- iv. Have an understanding of discipline and welfare of the prison staff;
- v. Have a clear understanding of the uniform of the guarding force and officers' cadre.

Sl. No.	Topics	Duration	Method of Instruction
1.	Organization: Director General / Inspector General of Prisons - Assistant Inspector General of Prisons – Superintendent – Deputy Superintendent – Asst. Superintendent - Women Officers of various cadres.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Types of Prisons and Other Institutions: Central Prisons – District Prisons – Women Prisons – Open Prisons – Borstal Schools – State Training Institute, etc.	3 hrs	
3.	Prison Architecture and buildings: Norms for Prison Buildings – Main Gate – Barracks and Cells – Kitchen – Dining Room – Hospital - Workshops and Industries – Interview Rooms – Walls and Gates – Watch Towers – Toilets and Bathrooms and Wash Areas – etc.	3 hrs	
4.	Administration of Sub Jails: Major Duties and Responsibilities of the Sub Jail Superintendent	3 hrs	
5.	Staff Discipline and Welfare: Uniform – Knowledge of Rules – Week off – Welfare Committee - Living Facilities – Inspection of Staff Quarters etc.	3 hrs	
Practicals /Assignment: a. Visits to prisons and preparation of reports.		–	
Total duration		15 hrs	

Unit - 4**Duties of Prison Officers and Warders: An Overview****Learning objectives:**

The trainees will:

- i. Learn the duties and responsibilities of the guarding staff;
- ii. Have an idea about the major duties of their immediate supervisors and middle level prison officers;
- iii. Know about the major duties of correctional cadre officers.

Sl. No.	Topics	Duration	Method of Instruction
1.	Prison guarding staff/ Warders' establishment – Duties and Responsibilities – Role in redressing grievances of inmates.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Major duties of the Deputy and Assistant Superintendent, Welfare Officers and Correctional Service Officers (emphasize their supervisory role over Warders and their reporting)	3 hrs	
Practicals /Assignment: a. Arrange for interaction with senior prison officers.		–	
Total duration		7.5 hrs	

Unit – 5

Admissions, Classification and Daily Routine of Prisoners

Learning objectives:

The trainees will:

- i. Know about the usual procedures followed during admission of prisoners;
- ii. Have an understanding about maintenance of prisoners' private property;
- iii. Have an understanding about classification of prisoners and procedures;
- iv. Know about the major categorizations of prisoners;
- v. Learn about the regular activities and disciplinary measures in prisons.

Sl. No.	Topics	Duration	Method of Instruction
1.	Admission and Classification of Prisoners: Quarantine/ Reception – Remand Prisoners – Undertrial Prisoners – Ordinary Class and Special Class Prisoners – Convicts: A, B, C Class – Simple Imprisonment and Rigorous Imprisonment – Short Term and Long Term Prisoners – Labouring and Non-labouring Prisoners – Adolescents. Young Offenders.	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Private property of prisoners – Preservation	1.5 hrs	
3.	Categorization of prisoners – Civil Prisoners – Detenues; Categories of Detenues and their Treatment.	1.5 hrs	
4.	Prison Routine: Daily Routine – Main Gate operations – Unlocking and Lockup of the prisoners - Counting/Census – Search –Escort – Night Duty – etc.	4.5 hrs	
	Practicals /Assignment: <ol style="list-style-type: none"> a. Send the trainees to observe and practise operation of the main gate, opening and closing of barracks/cells prisoners' property rooms, etc. b. Allow the trainee warders to accompany prison personnel during unlocking, locking, search, counting, escorting etc. 	–	
Total duration		13.5 hrs	

Unit – 6

Prisoners' Diet, Clothing and Bedding

Learning objectives:

The trainees will:

- i. Be able to have an understanding of the prisoners' diet;
- ii. Have an idea about issuance and general maintenance of clothing and bedding.

Sl. No.	Topics	Duration	Method of Instruction
1.	Diet: Procurement of ration articles – cleaning, storage and issue of ration articles – Diet – Calculations of the diet scale – Diet roll – Different types of diet: labouring, non-labouring, hospital/extra diets, diet for pregnant inmates – Kitchen slips and distribution/supply of food, Kitchen waste disposal – Hygiene and prevention of food poisoning - Types of cooking: gas cooking, steam cooking etc. – Prevention of pilferage – Complaints about food etc.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Clothing and Bedding: Issuance of clothing and bedding – Register of clothing and bedding - Disposal of clothing and bedding – Scale of clothing and bedding to prisoners of various categories – Maintenance of the clothing store and cleaning measures - Submission of clothing and bedding indents.	4.5 hrs	
	Practicals /Assignment: a. Arrange for visits to prison kitchens and observe cooking activities, distribution of food etc. b. Visit prison clothing stores and observe issuance procedures for clothing and bedding to prison inmates, washing of prison clothing, hospital clothing, etc.	–	
Total duration		9 hrs	

Unit – 7**Prisoners' Contact with the Outside World****Learning objectives:**

The trainees will:

- i. Understand the importance of prisoners' contact with the outside world;
- ii. Have basic knowledge of key provisions related to prisoners' contact with the outside world.

Sl. No.	Topics	Duration	Method of Instruction
1.	Forms of contacts – Importance of regular contacts – Different types of interview: family interviews, interviews with lawyers etc. – Regulation of interviews – Supervision of interviews – Search of articles – Powers of the Superintendent – Role of Warders in interviews – Maintenance of records etc.	4 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Role of Warders in dealing with parole, furlough, emergency leaves etc. E-Interview. - Contact through letters – Telephone facilities – Frequency and supervision etc.	3 hrs	
Practicals /Assignment: a. Arrange for visits to prisons and ask the trainees about interviews and procedures therein. b. Arrange for interaction with prisoners on interviews.		–	
Total duration		7 hrs	

Unit - 8

Medical Care in Prisons

Learning objectives:

The trainees will:

- i. Know about the basic provisions related to medical services and hospital management in prisons (emphasis on Warders' roles / duties);
- ii. Have an understanding of important provisions related to the psychological and mental healthcare of inmates.

Sl. No.	Topics	Duration	Method of Instruction
1.	Medical Care: Medical services, healthcare and hospital management Warder’s duties and responsibilities- Out patients and in patients in hospitals – detection of false report of illness	3 hrs	<ul style="list-style-type: none">▪ Lecture▪ PPT▪ Videos▪ Discussion▪ Group Discussion▪ Role Play▪ Q & A (As applicable)
2.	Mental Healthcare: Prisoners with psychological and psychiatric problems – Warders’ role	3 hrs	
Practicals /Assignment:		–	
a.	Visits to prison hospitals.		
Total duration		6 hrs	

Unit – 9**Security and Custodial Management in Prisons****Learning objectives:**

The trainees will:

- i. Be able to know about the major provisions regarding prison security and safe custody;
- ii. Have an understanding about prison discipline and major and minor offences.

Sl. No.	Topics	Duration	Method of Instruction
1.	Prison Security and Custody: Types of security- Physical, Procedural, and Dynamic security – Standard security – Intelligence gathering – Classification – Use of weapons against prisoners – Security of Locks and Bars – Bar testing – Checking of Prisoner's Property Classification of high risk offenders based on security threats – Facilities and care for high security prisoners – Alarm parade– Quick Reaction Team – Prohibited Articles – Operation and maintenance of metal detectors, scanners, CCTV cameras, Video conferencing, Communication devices etc.	9 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Discipline: Jail offences – Minor and Major – Punishment for jail offences.	4 hrs	
	Practicals /Assignment: a. Visit to prisons to study guarding arrangements, duty rosters, patrolling, night watch, watch towers, night time arrangements and alarm parade. b. Interaction with prison officers to learn about prison offences and their way of dealing with such offences.	–	
	Total duration	13 hrs	

Unit - 10

Management of Emergencies in Prisons

Learning objectives:

The trainees will:

- i. Have an understanding about major crises/emergencies in prisons;
- ii. Have an understanding about methods to deal with prison emergencies.

Sl. No.	Topics	Duration	Method of Instruction
1.	General Emergencies: Escapes-Riots-Outbreaks – Fire – Hunger - Strikes Overcrowding – Failure of water supply, electric lighting arrangements and other essential prison services like water conservation and plumbing – Non-supply of food or raw materials resulting in the interference of prison routine, etc. Natural Calamities: Floods, Earthquakes, Cyclones, etc. – Hostage Situations – Terror Attacks – Bomb Explosions – War/Bombing – Nuclear, Biological and Chemical Disasters.	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Medical Emergencies. Death/Custodial Death – Suicides – Accidents – Epidemics – Food Poisoning etc – Procedure to be followed.	4 hrs	
	Practicals /Assignment: a. Screening of films on prison escapes, outbreaks, etc. b. Case illustration of various prison emergency incidents and analysis of ways used to deal with them.	–	
	Total duration	10 hrs	

Unit - 11

Welfare and Treatment Programmes

Learning objectives:

The trainees will:

- i. Have an understanding about provisions related to various welfare measures in prisons;
- ii. Have an understanding of various types of vocational trainings provided for prisoners, prison industries etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Reformative measures: Education for prisoners – Library facilities – Recreational activities – Cultural activities – Spiritual programmes – Prison canteen – Legal aid etc. – Event management - Importance of these measures.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Vocational Training and Work Programmes: Prison Industries – Wages - Raw Materials - Finished Products – Prison Stores – Sales of Finished Products etc. – Escorting prisoners to work, etc.	3 hrs	
	Practicals /Assignment: a. Visit to prisons to understand various reformative and welfare measures. b. Visit to prison industries to learn about vocational training and work programmes.	–	
	Total duration	6 hrs	

Unit - 12

Remission System and Release of Prisoners

Learning objectives:

The trainees will:

- i. Have an understanding of the remission system;
- ii. Have knowledge of release of prisoners under parole/emergency parole, furlough/ordinary leave etc;
- iii. Have an understanding of premature release of prisoners and related rules.

Sl. No.	Topics	Duration	Method of Instruction
1.	Remission System: Ordinary Remission – Special Remission- Remission Rules – Calculation of Remission – Release of Prisoners under Remission Rules	4 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Temporary Release. Advisory Board – Parole / Emergency Leave, Furlough/ Ordinary Leave – Other Committees in Prison	1.5 hrs	
3.	Premature Release: Rules related to Premature Release	1.5 hrs	
Practicals /Assignment: a. Demonstration of calculation of remission of various types of sentences, etc.		–	
Total duration		7 hrs	

Criminology, Victimology and Penology

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-2
Module Title	:	Basics of Criminology, Victimology and Penology
Duration	:	44 Hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS:

Unit-1 Criminology – Conceptual Background

Unit-2 Theories of Crime and Delinquent Behaviour

Unit-3 Contemporary Crimes and Crime Prevention

Unit-4 Victimology – Conceptual Background and Vulnerable Groups of Victims

Unit-5 Restorative Justice and Victim Assistance

Unit-6 Penology – Conceptual background and Objectives of Punishment

Unit-7 Recent trends in correction and alternatives to imprisonment

Unit -1

Criminology – Conceptual Background

Learning Objectives:

The trainees will:

- i. Have a basic understanding of the concept of crime and Criminology;
- ii. Be able to differentiate criminal and non-criminal behaviour;
- iii. Have basic knowledge of the importance of Criminology in the correctional set up;
- iv. Know the major causes of crime.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Concept and definition of crime – Criminal behaviour - Non criminal behaviour	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Importance of Criminology in correction	1.5 hrs	
3.	Difference between Crime and Delinquency	1.5 hrs	
4.	Etiology of Crime. Criminogenic factors – Major causes of crime	1.5 hrs	
	Practicals /Assignment: a. Assignments b. Institutional Visits	-	
Total duration		6 hrs	

Unit -2

Theories of Crime and Delinquent Behaviour

Learning Objectives:

The trainees will:

- i. Be able to examine the historical evolution of criminal theory;
- ii. Have knowledge of the causes of traditional and non-traditional forms of criminal behaviour;
- iii. Have basic knowledge of different theories of crime;
- iv. Have basic understanding of criminal behaviour in a changing and developing socio-economic and political context.

Sl. No.	Topics	Duration	Method of Instruction
1.	Historical Background: Evolution of criminological thought – Gandhian perspectives on crime	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Schools of Criminology: Classical school – Neo Classical School- Positive School/ Biological School	1.5 hrs	
3.	Sociological School of Criminology: Anomie by Durkheim – Different Association theory by Emile Durkheim – Labeling Theory by Howard Becker – Containment Theory by Walter C. Reckless	3 hrs	
4.	Economy and Crime: Economic Factors – Poverty and unemployment – Contribution of Marx	1.5 hrs	
5.	Multifactor Approach by William Healy	1.5 hrs	
	Practicals /Assignment: a. Case studies to understand theoretical explanations	–	
Total duration		9 hrs	

Unit -3

Contemporary Crimes and Crime Prevention

Learning Objectives:

The trainees will:

- i. Have basic knowledge of contemporary crimes and understand the main components of contemporary crimes in India;
- ii. Understand the concept and definition of Recidivism and methods to deal with it;
- iii. Be able to describe the major crime prevention methods.

Sl. No.	Topics	Duration	Method of Instruction
1.	Forms of Crime: Professional Crime – Organized Crime – White Collar Crime – Crimes related to Alcoholism & Drug Addiction – Political Crime – Violence – Extremism and Terrorism – Cyber Crime	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Recidivism: Definition – Meaning- Causes- Prevention	1.5 hrs	
3.	Crime prevention: Concept – Crime prevention methods: Situational crime prevention – Formal and Informal crime prevention methods – Role of police and other agencies	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Visit to prisons and Case illustrations of different types of criminals b. Case study of a recidivist c. Visit to Police Stations to learn different types of crime prevention methods. 		–	
Total duration		6 hrs	

Unit -4**Victimology – Conceptual Background and Vulnerable Groups of Victims****Learning objectives:**

The trainees will:

- i. Have an awareness of the history and development of Victimology;
- ii. Have familiarity with the concept and basic terms in Victimology;
- iii. Understand the meaning and definition of dark figures/ unreported crimes;
- iv. Know the vulnerable groups of crime victims.

Sl. No.	Topics	Duration	Method of Instruction
1.	Concept and definition – Victim and Victimology – Unreported crimes / dark figures – Primary Victimisation – Secondary victimisation	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Contributions of Major Victimologists: Benjamin Mandelson – Hans Van Hentig – Marvin Wolfgang – Ezzant A. Fattah and others	1.5 hrs	
3.	Vulnerable group of victims: Family violence – Battered women – Child Victims – Elderly Victims – Problems faced by victims of crime	1.5 hrs	
Practicals /Assignment: a. Videos on victims of crime and abuse of power		-	
Total duration		4.5 hrs	

Unit -5

Restorative Justice and Victim Assistance

Learning objectives:

The trainees will have :

- i. Fair understanding about the restorative justice system;
- ii. Fundamental knowledge of legal provisions for compensation and restitution;
- iii. Knowledge about the Victim Compensation Fund from the wages of prisoners.

Sl. No.	Topics	Duration	Method of Instruction
1.	Restorative Justice System: Concept and definition – Restorative Justice – Forms of Restorative Justice – Peace making Criminology	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Victim Assistance Programmes: Victim compensation – Victim Restitution – Victim Service centres – Legal provisions in India	1.5 hrs	
3.	Victim Compensation Fund: Victim Compensation Fund from the wages of prisoners – Equitable wages – State of Gujarat and Another vs. Hon'ble high Court of Gujarat on 24 th September, 1998	1.5 hrs	
Practicals /Assignment: a. Assignments on victim assistance programmes		-	
Total duration		4.5 hrs	

Unit -6**Penology – Conceptual background and Objectives of Punishment****Learning objectives:**

The trainees will:

- i. Know the concept, definition and significance of punishment;
- ii. Have basic knowledge of the objectives / theories of punishment;
- iii. Know the different types of punishment from the penological perspective.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Concept and definition – Significance of Penology -Evolution of Punishment – Ancient to Modern	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Objectives / theories of Punishment: Deterrence (General and specific) – Retribution – Preventive (Imprisonment) – Reformation – Restoration – Expiation	2 hrs	
3.	Types of Punishment: Then and Now Corporal Punishments: Flogging, whipping, Branding, Stoning, Pillory, Banishment etc. – Institutional Treatment (Vs) In community Treatment – Imprisonment – Capital Punishment	3 hrs	
	Practicals /Assignment: a. Assignments	-	
Total duration		6.5 hrs	

Unit -7**Recent Trends in correction and alternatives to Imprisonment****Learning objectives:**

The trainees will:

- i. Acquire basic knowledge of current philosophies in the correctional system;
- ii. Grasp the basics and significance of different treatment methods;
- iii. Have fundamental understanding about alternatives to imprisonment.

Sl. No.	Topics	Duration	Method of Instruction
1.	Corrections and correctional methods: Concept of Correction – Importance of Correction Treatment programmes – 3 Rs – The need and importance of psychological therapy and counselling.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Recent Trends in Correction and its purpose: Work Programmes – Education – Prison Products – Food Units in Kerala – Prison Brands (TJ, Freedom, Parivardhan etc.) Petrol Bunks etc – its purpose	1.5 hrs	
3.	Open Prisons: Open prisons – Semi Open Prison – Open Air Camps (Sanganer Rajasthan, Buxar, Bihar, Swatanthrapur, Maharashtra) Open prison for Women (Kerala and Maharashtra)	1.5 hrs	
4.	Alternatives to imprisonment: Concept and definition – Forms of alternatives Probation – Parole – Community Service etc.	1.5 hrs	
	Practicals/Assignment: a. Visits to prisons to understand treatment programmes b. Visit to open prisons	-	
Total duration		7.5 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	I
Module Category	:	Indoor Main (Exam in 50 Marks)
Module No.	:	ID-3
Module Title	:	Basics of Psychology
Duration	:	32.5 Hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS:

Unit-1 Introduction to Psychology

Unit-2 Learning

Unit-3 Motivation and Emotions

Unit-4 Self and Personality

Unit-5..... Meeting Life's Challenges

Unit-6 Mental Health and Mental Illness

Unit-7 Counselling and Referrals in Prisons: The Role of Warders

Unit -1**Introduction to Psychology****Learning objectives:**

The trainees will:

- i. Understand the definition and scope of psychology;
- ii. Know the different branches of psychology and their applications.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Definition – Nature – Scope and significance of psychology	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Branches of Psychology: Major branches of psychology and their applications – Difference between Criminal Psychology and Forensic Psychology.	1.5 hrs	
Practicals /Assignment: a. Assignments		-	
Total duration		3 hrs	

Unit -2

Learning

Learning objectives:

The trainees will:

- i. Understand the definition and process of learning;
- ii. Know the basic approaches in studying the process of learning.

Sl. No.	Topics	Duration	Method of Instruction
1.	Definitions and significance of learning – Types of learning – Learning process – Basics of Behaviourism – Cognitive Theory – Constructivism	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Transfer of learning: Positive, negative and zero transfer of learning – Means to enhance learning – Effect of motivation on learning.	1.5 hrs	
Practicals /Assignment: a. Case studies to understand the types of learning.		-	
Total duration		3 hrs	

Unit -3

Motivation and Emotions

Learning objectives:

The trainees will:

- i. Understand the meaning, importance and types of motivation;
- ii. Have basic knowledge about theories of motivation;
- iii. Know the basic concept of emotion and its management in prison settings.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Meaning, nature, types and importance of motivation – Intrinsic Motivation and Extrinsic Motivation – Types of motives: Primary and Secondary motives	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief overview of theories of motivation: Hierarchy of Needs theory by Maslow – Drive Reduction theory by Hulls – Achievement Motivation theory by McClelland	1.5 hrs	
3.	Emotion: Meaning, definition, nature, types and importance of emotion- Understanding and management of emotions in prison settings	1.5 hrs	
Practicals /Assignment: a. Assignments		-	
Total duration		4.5 hrs	

Unit -4

Self and Personality

Learning objectives:

The trainees will:

- i. Know the meaning of self and personality and assessment of personality;
- ii. Have an understanding about the aspects of self;
- iii. Have basic knowledge in identifying personality disorders.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Concept of Self - Aspects of self: Self-esteem, self-efficacy and self-regulation; culture and self.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Introduction: Meaning of personality– Formation of personality - Assessment of personality–Defence Mechanism.	1.5 hrs	
3.	Common Personality Disorders: (Brief Overview of Symptoms): Borderline personality disorder; Narcissistic personality disorder; Obsessive compulsive personality disorder; Paranoid personality disorder; Anti-social personality disorder – Management of personality disorders.	1.5 hrs	
Practicals /Assignment: a. Case discussions. b. Assignments.		-	
Total duration		4.5 hrs	

Note: This is to give the trainees a basic understanding of the difference between personality disorders and mental illness.

Unit – 5

Meeting Life's Challenges

Learning objectives:

The trainees will:

- i. Understand the major challenges of life in a prison environment;
- ii. Know the nature, types and sources of stress;
- iii. Know the methods to cope with stress and anger.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Nature, Types and Sources of Stress - Effects of Stress on Psychological Functioning and Health - General Adaptation Syndrome- Stress and the Immunity System –Lifestyle, Stress and Anger.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Coping with Stress and Anger: Adaptation and Adjustments - Stress Management Techniques- Anger Management Techniques.	3 hrs	
Practicals /Assignment: a. Case discussions. b. Assignments.		-	
Total duration		6 hrs	

Unit-6

Mental Health and Mental Illness

Learning objectives:

The trainees will:

- i. Understand the concept of mental health and mental illness;
- ii. Know about the basic symptoms of major mental health disorders;
- iii. Have an idea of the key provisions of the Mental Healthcare Act, 2017

Sl. No.	Topics	Duration	Method of Instruction
1.	Mental health in prisons – Mental illness – Brief overview of the symptoms of Common Mental Health Problems in prisons such as Neurotic disorders: Anxiety disorders: Phobias: Psychotic disorders: Depression, Bipolarity, Schizophrenia, Obsessive Compulsive Disorder, etc. – Mental Healthcare Act, 2017: Introduction, Salient features, Applicability of this Act in Prisons.	6 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
Practicals /Assignment: a. Assignments b. Institutional Visits		-	
Total duration		6 hrs	

Unit-7**Counselling and Referrals in Prisons: The Role of Warders****Learning objectives:**

The trainees will:

- i. Know the basic concept and importance of counselling and therapeutic interventions;
- ii. Have a basic knowledge of the ways and methods to deal with alcoholics, drug addicts, suicidal inmates, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Counselling: Importance of Counselling and therapeutic interventions in prisons – Role of Psychologists and Counsellors.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Identification and ways of dealing with alcoholics and drug addicts.	2 hrs	
3.	Suicidal ideation among prisoners - Identification; Prevention, Referrals etc.	2 hrs	
Practicals /Assignment: a. Arrange a visit to a counselling centre or mental health centre to learn about the practices of counselling.		-	
Total duration		5.5 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training phase	:	1
Module Category	:	Indoor Main (Exam in 50 Marks)
Module No.	:	ID-4
Module Title	:	Basics of Sociology and Social Work
Duration	:	22 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1..... Sociology: An Introduction

Unit – 2..... Social Control, Crime and other Social Problems

Unit – 3..... Social Work: An Introduction

Unit – 4..... Role of the Social Worker in Prisons

Unit - 1

Sociology: An Introduction

Learning objectives:

The trainees will:

- i. Have knowledge of the definition and other key basic aspects of sociology;
- ii. Understand basic concepts in sociology

Sl. No.	Topics	Duration	Method of Instruction
1.	Definition - Nature – Scope - Importance of Sociology – Basic Sociological Concepts: Society – Community – Association – Institution: Primary and Secondary – Social System - Social Action – Role – Status – Power – Authority – Social Structure and Function.	2 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Culture: Definition: Functions: Features: Subculture: Culture and Civilisation – Socialisation: The Concept; Socialisation and Personality: Importance of Socialisation.	2 hrs	
3.	Social process and interactions: Co-operation: Competition: Conflict: Accommodation: Assimilation – Social Organization and Bureaucracy	2 hrs	
4.	Social Institutions : Marriage: Family: Education: Economy: Political System: Religion, etc.	2 hrs	
Practicals /Assignment: a. Assignments. b. Group discussions.		-	
Total duration		8 hrs	

Unit - 2**Social Control, Crime and Other Social Problems****Learning objectives:**

The trainees will:

- i. Have basic knowledge about the concept of social control;
- ii. Have basic knowledge of social disorganization;
- iii. Develop an idea of basic social problems including crime and delinquency

Sl. No.	Topics	Duration	Method of Instruction
1.	Social Control: Definition and Importance; Formal and Informal Agents of Social Control: Family; Education; Religion; Morality; Social norms such as Folkways, Mores and Customs; Law, etc.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Collective Behaviour – Crowd and Crowd Behaviour – Mobs and Riots – Propaganda – Collective Behaviour in Prisons.	2 hrs	
3.	Social Disorganization and Problems: A Brief overview of Juvenile Delinquency; Crime; Unemployment; Poverty; Communalism; Casteism; Gender inequality, etc.	3 hrs	
Practicals /Assignment: a. Assignments. b. Group discussions.		-	
Total duration		8 hrs	

Unit - 3

Social Work: An Introduction

Learning objectives:

The trainees will:

- i. Understand that welfare and correctional measures in prisons are deeply rooted in social work principles and methods.
- ii. Have basic knowledge about social work as a profession and understand the role of social work professionals in prisons.
- iii. Develop a basic understanding of the fundamentals of the social work discipline;

Sl. No.	Topics	Duration	Method of Instruction
1.	Fundamentals of Social Work: Definition, Objectives and Scope – Concepts related to social work: Social service, Social welfare, Social reform, Social policy, Social security, Social justice and Social development.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Fields of Social Work Practice: Family and Child development, Youth development, Women development, Elderly care, Disability, Backward classes, Rural Development, Medical and Psychiatric social work, Industrial social work – Social defence – Prison and Correctional Services.	1.5 hrs	
Practicals /Assignment: a. Visit to prisons and interaction/field experience with correctional social workers. b. Assignments.		-	
Total duration		3 hrs	

Unit - 4**The Role of the Social Worker in Prisons****Learning objectives:**

The trainees will:

- i. Have a basic knowledge of the role and importance of social work and social work professionals in prisons.
- ii. Understand that the key objective of social work as a profession is to promote human well-being and improve social justice. Considering the very nature of prisons, social work has a greater scope and relevance in correction. Social workers can offer a variety of services in prisons such as assessment of inmates, assisting them to develop coping skills, therapeutic counselling and support, partnering with external service providers such as NGOs, CBOs, families and the community in the rehabilitative process, provide capacity building to other staff members, and organize community programmes etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Social Work in Prisons: Concept, Scope and Importance – Need of social work practice in correctional settings – Role of the social worker/welfare officer – How Warders can help social work professionals in prisons – NGOs in Prisons and Correctional Institutions	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
	Practicals /Assignment: a. Assignments b. Field Visits to NGOs	-	
	Total duration	3 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training phase	:	1
Module Category	:	Indoor Main (Exam in 100 Marks)
Module No.	:	ID-5
Module Title	:	Criminal Laws and Minor Acts
Duration	:	50 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1..... Introduction to the Indian Penal Code

Unit – 2..... Offences and Punishments

Unit – 3..... Criminal Procedure Code and Constitution Courts

Unit – 4..... Cr PC Sections Related to Police

Unit – 5..... Cr PC Sections Related to Prisoners

Unit – 6..... The Indian Evidence Act

Unit – 7..... Special Acts and Minor Acts

Unit - I

Introduction to the Indian Penal Code

Learning objectives:

The trainees will:

- i. Know about general explanations of the terms used in the IPC;
- ii. Know about various types of punishments prescribed in the Code;
- iii. Have an understanding about exceptions prescribed in the Code.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction to the IPC – General Explanations – Of punishments – General Exceptions – Private Defence.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
Practicals /Assignment: a. Assignments		-	
Total duration		4.5 hrs	

Unit – 2

Offences and Punishments

Learning objectives:

The trainees will:

- i. Learn about the different types of criminal offences and their ingredients;
- ii. Learn about the relevant sections in the Code and the punishments prescribed for various offences.

Sl. No.	Topics	Duration	Method of Instruction
1.	Of Abetment and Criminal Conspiracy – Of offences against the State: Allowing, Helping Prisoner to escape, etc.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Of offences against the Public Tranquility, Unlawful Assembly, Rioting, etc.	1.5 hrs	
3.	Offences or by relating to Public Servants – Of Contempt of the Lawful Authority of Public Servants	1.5 hrs	
4.	Of offences against Public justice – Of offences against Public Health, etc.	1.5 hrs	
5.	Of offences affecting the Human Body – Of offences against Property	3 hrs	
6.	Of attempt to commit offences	1.5 hrs	
Practicals /Assignment: a. Write assignments on types of offences and punishments. b. Organise discussions on issues related with punishments.		-	
Total duration		10.5 hrs	

Unit – 3

Criminal Procedure Code and Constitution Courts

Learning objectives:

The trainees will:

- i. Have knowledge of introductory sections in the Cr PC 1973;
- ii. Know about the set up of various types of courts;
- iii. Know about powers accorded to different categories of courts.

Sl. No.	Topics	Duration	Method of Instruction
1.	Overview of the Cr PC – Preliminary Sections 1-5	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Constitution of Criminal Courts and Offices; Executive Magistrates etc. (Sections 6-25) – Powers of Courts (Sections 26-35) – Power of Superior Officers of the Police (Sec. 36) – Aid to Magistrates and the Police – Secs. 37-40).	1.5 hrs	
Practicals /Assignment: a. Visits to courts.		-	
Total duration		3 hrs	

Unit -4

Cr PC Sections Related to Police

Learning objectives:

The trainees will:

- i. Learn about the Police being an important agency in the administration of criminal justice. This unit explains the powers accorded to police to carry out their duties and functions;
- ii. Know that according to the Criminal Procedure Code, the power to investigate cases of cognizable offences lies with the police.

Sl. No.	Topics	Duration	Method of Instruction
1.	Information to the Police and their power to investigate under relevant Sections (from 154-176)	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Jurisdiction of the Criminal Courts in Inquiries and Trials (Sections 177-183; 188) – Conditions requisite for intimation of Proceedings (Sections 190-194) – Trial of Criminal Cases (Relevant Sections from 209-265)	3 hrs	
Practicals /Assignment: a. Visits to Police Station.		-	
Total duration		6 hrs	

Unit -5 Cr PC Sections Related to Prisoners

Learning objectives:

The trainees will:

- i. Know about the sections related to the attendance of detained persons in Courts;
- ii. Know about sections related to trial, insane prisoners, death sentence, appeals of prisoners, remissions, commutation of sentences, bails, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Attendance of persons confined or detained in Prisons (Sections 266-271)	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	General Provisions as to Inquiries and Trials (Sections 300-304)	1.5 hrs	
3.	Provisions as to Accused Persons of Unsound Mind. (Sections 328-339)	1.5 hrs	
4.	Submission of Death Sentence for Confirmation (Sections 366-371)	1.5 hrs	
5.	Appeals (Sections 372-394)	1.5 hrs	
6.	Execution, Suspension, Remission and Commutation of Sentences (Sections 413 to 435 with emphasis on Sec 433-A)	1.5 hrs	
Practicals /Assignment: a. Assignments .		-	
Total duration		9 hrs	

Unit -6

The Indian Evidence Act

Learning objectives:

The trainees will:

- i. Have knowledge about sections related to their work;
- ii. Have an understanding about different types of witnesses as per the Indian Evidence Act;
- iii. Know about the sections relating to examination of witnesses and cross examination of witnesses during trial.

Sl. No.	Topics	Duration	Method of Instruction
1.	Preliminary - Admissions and Confessions – Dying Declaration – Identification Parade.	4.5	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
Practicals /Assignment: a. Visits to the Courts to witness the trial of offences.		-	
Total duration		4.5 hrs	

Unit – 7

Special Acts and Minor Acts

Learning objectives:

The trainees will:

- i. Have knowledge about special laws dealing with administration of prisons, prisoners, operation and administration of prisons, borstal schools, etc;
- ii. Have knowledge about special legislations concerned with national security, narcotics and drugs, immoral traffic, corruption, terrorism, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Brief overview of: The Prisons Act, 1894 – Prisoners Act, 1990 – Prisoners (Attendance in Courts) Act, 1955 – Transfer of Prisoners Act, 1950 – Identification of Prisoners Act, 1920 – Borstal Schools Act, 1925 – Habitual Offenders Act, 1952 – Probation of Offenders Act, 1958 – Repatriation of Prisoners Act, 2003 – Juvenile Justice (Care & Protection of Children) Act, 2006.	4.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief overview of: The Unlawful Activities Act, 1967 – National Security Acts, 1980, Narcotic Drugs and Psychotropic Substances (Prevention) Act, 1985 – Immoral Traffic (Prevention) Act, 1955 (amended, 1986) – Prevention of Corruption Act, 1988 – Mental Health Care Act 2017.	4.5 hrs	
3.	Other Minor Acts/Local Acts etc., as applicable.	3.5 hrs	
Practicals /Assignment: a. Assignments		-	
Total duration		12.5 hrs	

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	1
Module Category	:	Indoor Main (Exam in 50 Marks)
Module No.	:	ID-6
Module Title	:	Constitution of India and Human Rights
Duration	:	24 Hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1..... Constitution of India: An Introduction

Unit – 2..... Human Rights and Prisoners: An Introduction

Unit – 3..... Human Rights and Prisoners in India

Unit – 4..... Protection of Prisoners' Rights: The Role of Warders

Unit -1

Constitution of India: An Introduction

Learning objectives:

The trainees will:

- i. Have an idea about the preamble of the Indian Constitution and key ideals embedded therein;
- ii. Also have an idea of fundamental rights, duties, directive principles etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Preamble to the Constitution – The ideas of justice, liberty, equality and fraternity.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Fundamental Rights (Art. 12-35) – Directive Principles of State Policy (Art. 36-51) – Fundamentals Duties (Art. 51-A) – Writs etc.	3 hrs	
Practicals /Assignment: a. Assignments		-	
Total duration		6 hrs	

Unit - 2

Human Rights and Prisoners: An Introduction

Learning objectives:

The trainees will:

- i. Have an idea of the basic tenets of human rights;
- ii. Gain an overview of the basic instruments on international human rights;
- iii. Have an idea about international instruments prescribing the rights of prisoners.

Sl. No.	Topics	Duration	Method of Instruction
1.	Introduction: Definition and types of human rights – Brief history of the development of the human rights concept.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief Overview (in plain language) of the : Universal Declaration of Human Rights – International Covenant on Civil and Political Rights – International Covenant on Economic, Social and Cultural Rights.	3 hrs	
3.	Brief overview and importance (in plain language) of the UN Standard Minimum Rules for the Treatment of Prisoners (the Mandela Rules) – UN Standard Minimum Rules for the Administration of Juvenile Justice (the Beijing Rules) – The Bangkok Rules – Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.	3 hrs	
Practicals /Assignment: a. Video show: The Story of Human Rights b. Assignments		-	
Total duration		7.5 hrs	

Unit - 3

Human Rights and Prisoners in India

Learning objectives:

The trainees will:

- i. Know about the Protection of Human Rights Act, 1993 and its various provisions, NHRC, SHRC, etc;
- ii. Understand the role and mandate of the NHRC/SHRCs in protecting basic rights;
- iii. Know about the Judiciary's role in protecting prisoners' rights.

Sl. No.	Topics	Duration	Method of Instruction
1.	The Protection of Human Rights Act, 1993: National Human Rights Commission: Functions and Powers – State Human Rights Commission – Rights of prisoners: Advisories, Illustrations of cases on prisoners' rights' violation.	3 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Judicial Supervision and Intervention in Prisons: Illustration of a few important judgements on prisoners' rights (emphasis may be given to case laws like the Sunil Batra case, the core issue of which is torture imposed by a Warder on a prisoner).	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Assignments. b. Write about two incidents reported in which the NHRC / SHRC ordered payment of compensation for improper action by the prison authorities/law enforcement officials. 		-	
Total duration		4.5 hrs	

Unit - 4**Protection of Prisoners' Rights: The Role of Warders****Learning objectives:**

The trainees will:

- i. Have a clear understanding that no person under any form of detention or imprisonment shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment and that no circumstance whatever, may be invoked as justification for such punishment.
- ii. Develop critical understanding of standards that are laid down in international human rights instruments, Prison manuals and the Model Prison Manual 2016 in respect of prisoners' accommodation, food, maintenance of hygiene and sanitation, clothing and bedding and exercise.
- iii. Gain critical insight into admission procedures, search procedures, special attention to and sensitive handling of women prisoners.

Sl. No.	Topics	Duration	Method of Instruction
1.	Concept of human dignity – Prevention of torture and ill treatment – Need to ensure standards of accommodation, hygiene, clothing and bedding, food, drink and exercise, etc.	1.5 hrs	<ul style="list-style-type: none"> ▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Respecting human rights during admission, search, supply of food, escort, etc. – Women prisoners' special needs – Handling with sensitivity – Body search, etc.	1.5 hrs	
3.	Protecting human rights while handling disciplinary issues – Use of force – Handling problematic prisoners – Complaints of violation of rights - Prison offences and punishments – Use of restraints, etc.	1.5 hrs	
4.	Prison Service: a public service – Role of warders (different from police and military) – Need for professionalism and transparency - Ethical base – Preventing corruption, bribes, etc.	1.5 hrs	
Practicals /Assignment: <ol style="list-style-type: none"> a. Visit to prisons – observation of procedures and standards b. Films, discussion, reports and presentations. 		-	
Total duration		6 hrs	

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Training Phase	:	1
Module Category	:	Indoor Main (Exam in 50 Marks)
Module No.	:	ID-7
Module Title	:	Technology in Prison Administration
Duration	:	39.5 hours
Medium of Instruction	:	English/Vernacular of the State

CONTENTS

Unit – 1.....Computer: Basic Concepts and Applications

Unit – 2.....Internet, Video Conferencing, and Prison Management Software

Unit – 3.....Use of Social Media, Cyber Crime and Information Security

Unit – 4.....Basic Trouble Shooting

Unit - 1**Computer: Basic Concepts and Applications****Learning objectives:**

The trainees will:

- i. Have an idea about the invention and development of computers;
- ii. Have knowledge of the basics of the computer;
- iii. Know thoroughly about computer applications and operating systems;
- iv. Learn basic applications in the MS office package.

Sl. No.	Topics	Duration	Method of Instruction
1.	Components of a Computer System – Hardware and Software – Operating System – Use of Computers and IT – MS Office Package - Desktop Settings: Desktop Icons and Meaning.	1.5 hrs	<ul style="list-style-type: none"> ▪ Practical Sessions combined with Lectures
2.	MS Word, Word Pad and Notepad - Definition – Components – Standard Toolbar and uses of each tool – Mail Merge, etc.	3 hrs	
3.	MS Excel :- Basic Concepts – Types of Data Manipulation – Standard Tool Bar and uses of each tool – Printing a worksheet	3 hrs	
4.	MS Power Point: Basic Concepts – Starting Power Point – Standard Tool Bar – Uses of each Tool – Delivering a Presentation – Printing the Presentation.	3 hrs	
5.	Database Management and MS Access: Basic Concepts – Starting Access – Creating Tables and Data bases – Editing the records – Sorting data – Filtering data – Data retrieval – Generating Report	3 hrs	
6.	Multimedia: Paint; Picture Manager; Windows Media Player etc.	1.5 hrs	
Total duration		15 hrs	

Unit - 2**Internet, Video Conferencing and Prison Management Software****Learning objectives:**

The trainees will:

- i. Learn to access the internet and identify different types of browsers;
- ii. Learn the various internet services including e-mail, net banking, online purchase of goods and services;
- iii. Know about video conferencing, MIS, Prison Management Software, etc.

Sl. No.	Topics	Duration	Method of Instruction
1.	Video Conferencing – Components required – Conferencing layers - Conferencing Modes – Problems – Applications – National Informatics Centre (NIC)	5 hrs	<ul style="list-style-type: none"> ▪ Practical Sessions combined with Lectures
2.	Use of MIS – Prison Management Software – Use of Biometric Access Control in Prisons etc. – E-Interview – Visitor Management using Software etc.	6 hrs	
3.	CCTV Systems-Metal Detectors (HHMD & DFMD) and Walkie Talkies – Wireless Communications – Scanners – Mobile phone detectors and jammers – etc	6 hrs	
Total duration		17 hrs	

Unit - 3**Use of Social Media, Cyber Crime and Information Security****Learning objectives:**

The trainees will:

- i. Understand key issues related with social media usage;
- ii. Know about the important aspects of cyber crime and information security

Sl. No.	Topics	Duration	Method of Instruction
1.	Social Media – Facebook – WhatsApp – Instagram – Other messaging Services – Do's and Don'ts in Social Media, etc.	1.5 hrs	■ Practical Sessions combined with Lectures
2.	Cyber Crime – Types – Preventive Measures.	1.5 hrs	
Total duration		3 hrs	

Unit - 4
Basic Trouble Shooting

Learning objectives:

The trainees will:

- i. Understand the common trouble shooting techniques and strategies;
- ii. Learn about the maintenance of a computer system.

Sl. No.	Topics	Duration	Method of Instruction
1.	Definition of Trouble Shooting – Troubleshooting keyboard – Troubleshooting Monitor – Common Troubleshooting Techniques and Strategies – Troubleshooting: Sound – How to maintain a Computer System	4.5 hrs	■ Practical Sessions combined with Lectures
Total duration		4.5 hrs	

1. Training Module (Outdoor):

- i. Outdoor Prison work is highly stressful and demanding.
- ii. Prison Warders are required to maintain discipline, good health, physical fitness and mental stability. The outdoor training modules are intended to develop discipline and order, physical fitness, stamina, endurance and certain practical skills including unarmed combat and weapons training etc., required to discharge their duties effectively.
- iii. The outdoor training is meant to inculcate in trainees a habit of undertaking physical exercise on a regular basis to develop the ability to withstand the strain and stress of prison work.
- iv. To break the monotony of training, games like volleyball, basketball, football, cricket, hockey, etc., should be included in outdoor activities.
- v. The training in unarmed combat and self-defence techniques is provided to infuse expertise in self-defence.
- vi. Sessions on meditation are also included as part of the training for stress management and the maintenance of physical and mental harmony.

2. Calculation of the Training Period:

Total number of days available for outdoor Training	134 Days
Total number of hours available: Morning 6: 00 am – 8: 00 am= 2 hours Evening 3: 30 pm – 5: 30 pm =2 hours Total hours per day = 4 hours	$134 \times 4 = 536$ hours
Total number of period available (1 period = 45 minutes / 0.75 hour)	$536/0.75 = 714$ periods
Total number of periods required for completion of all Outdoor Modules	714 periods

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	1
Module Category	:	Outdoor
Module No.	:	OD-1
Module Title	:	Physical Efficiency Training
Duration	:	210 Periods (one period – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
1.	Road walk and run	20
2.	PT Table Cards	50
3.	Strengthening Exercises	50
4.	Endurance Exercises	50
5.	Route March	20
6.	Shramdaan (every Friday)	20
Total Duration		210

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Training Phase	:	1
Module Category	:	Outdoor
Module No.	:	OD-2
Module Title	:	Drill without Arms
Duration	:	80 Periods (one period – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
1.	Attention – Stand at ease and stand easy	6
2.	Turning and inclining at the halt	4
3.	Dressing	2
4.	Forming up in three ranks	2
5.	Numbering and proving	2
6.	Open and Close order at the halt	2
7.	Dismissing and falling out – sizing	2
8.	Getting on Parade – Length and place and time of reaching	2
9.	Formation of Squad and intervals	2
10.	Marching in quick time and halt	2
11.	Side pace – Paces forward and to the rear	2
12.	Marching in slow and at the halt	2
13.	Wheeling, Turning and diagonal march in slow time	2
14.	Marking time forward and halt at the slow time	2
15.	Marking time forward and halt at the quick and double time	2
16.	Changing step in slow and quick time	2
17.	Marching, making time and halting in double time	2
18.	Breaking into slow, quick and double time	2
19.	Marching in line in slow time – wheeling in line in slow time	2

20.	Changing Direction by forming at the halt and on the march in slow time	2
21.	Changing direction by forming at the halt and on the march in quick time	2
22.	Forming a squad at the halt and on the march in slow time	2
23.	Forming a squad on the march in quick time	2
24.	Marching off in single file and forming three ranks	2
25.	Forming two ranks from three ranks	2
26.	Forming three ranks from two ranks	2
27.	Marching in slow time and turnings	2
28.	Marching in quick time and turnings	2
29.	Stepping out and stepping short in quick time	2
30.	Wheeling, turnings and diagonal march in quick time	2
31.	Saluting at the halt – Saluting to the front and message Salute	5
32.	Saluting to the flank – to the right and left	6
33.	Demonstration of topics 1-32 by trainees	3
Total Duration		80

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Module Category	:	Outdoor
Module No.	:	OD-3
Module Title	:	Drill with Arms
Duration	:	90 Periods (one period – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
1.	Slope from the Order and Order from the Slope	2
2.	Present from the Slope and Slope from the Present	2
3.	Ground Arms and Take up Arms	2
4.	Fix Bayonets and unfix Bayonets	2
5.	Port from the Slope – Slope from the Port Port from the Order – Order from the Port	2
6.	For inspection - Port arms – Ease Springs	2
7.	Examine from the port –Ease springs, Port from the examine – Order from the examine	2
8.	Trial from the Order – Order from the Trial – Trial from the Slope - Slope from the Trial	2
9.	Secure from the Slope - Slope from the Secure	1
10.	Secure from the order - Order from the Secure	1
11.	Change arms at the Slope and at the Trial	1
12.	Change Arm at the Secure	1
13.	Tighten Sling (Sling kas) and Loose Sling – (Sling dheel)	1
14.	On-Guard from the Slope – Slope from the On-Guard	2
15.	On-Guard from the order – Order from the On-Guard	2
16.	High port from the On-Guard, from the slope and from the order	2
17.	Sling Arms and Shoulder Arms	2
18.	Attention – Stand at ease and stand easy with Rifle	2
19.	Turning and inclining with a Rifle	2

20.	Dressing at the order and at the slope	2
21.	Dress up (Saj ja), Left dress –Right dress and Centre dress	2
22.	Saluting at the halt (Butt Salute) (Front Salute) and at the march and message salute	2
23.	Saluting with the Rifle on the march to the right and left	2
24.	Marching in quick time with a rifle	2
25.	Marching in slow time with a rifle	2
26.	Turnings and diagonal march in slow and quick time	2
27.	Marching, making time and halting in slow and quick time with a rifle	2
28.	Turning and Wheeling in slow and quick march with a rifle	2
29.	Open and close order march in slow and quick time with a rifle	2
30.	Dismissing, Break off (Swasthan) fall out (Line for) fall in (line Ban)	2
31.	Changing directions at the halt - slow and quick time	2
32.	Forming squad at the halt - slow and quick time	3
33.	Breaking into slow, quick and double time	2
34.	Saluting with a rifle, message salute and saluting to the flank	2
35.	March at attention, March at stand at ease for route march	2
36.	Stepping out – Stepping short in quick time with arms	2
37.	Squad in line – Marching off in a single file and re-forming three ranks	2
38.	Squad advance in file from a column of threes and forming a column of threes with rifles	2
39.	Squad advance in file from a column of threes and forming in line and in a column of threes with rifles	2
40.	Squad drill with arms	10
41.	Demonstration of topics 1-40 by trainees	6
Total Duration		90

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Module Category	:	Outdoor
Module No.	:	OD-4
Module Title	:	Guards and Sentries
Duration	:	15 Periods (one period – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
1.	Definition, ceremonial and Tactical Guards – Turning out Guards for inspection by day and night	5
2.	Tactical Guard	5
3.	Post Protection	5
Total duration		15

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Module Category	:	Outdoor
Module No.	:	OD-5
Module Title	:	Crowd Control Drills and Techniques
Duration	:	60 Periods (one period – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
A. Lathi		
1.	Short lathi – Description – Attention, Stand at ease and stand easy	2
2.	Turnings and dressing at the halt	2
3.	Marching with lathi	2
4.	Saluting at the halt – Saluting at the march and message salute	1
5.	Saluting with a lathi – dismissing of squad at the halt	1
6.	Changing direction at the halt and in slow and quick time and forming a squad at the halt in slow and quick time	1
7.	Lathi class opening – 1 to 4 exercises and closing the class	4
8.	Marching – Saluting to the front and message salute – saluting to the flank (Right and Left)	4
9.	Practical use of the lathi etc., for crowd control/mob operation	8
Sub-total		25
B. Non-lethal Weapons		
1.	Taser guns/electric lathi –introduction, effects, etc.	3
2.	Water cannons – Introduction, effects, etc.	3
3.	Teargas / tear Smoke – introduction, effects, etc.	3
4.	Practical exercise of the Lathi, Taser guns/electric lathi, Water cannons, Tear smoke, etc., for crowd control/mob operation	26
Sub-total		35
Total duration		60

Training Manual Title	:	Training Manual for the Basic Courses for Prison Warders
Module Category	:	Outdoor
Module No.	:	OD-6
Module Title	:	Weapons Training
Duration	:	60 Periods (one periods – 45 minutes)
Medium of Instruction	:	English/Hindi

Sl. No.	Topics/items	Periods
303 Rifle		
1.	Introduction, characteristics, identification and Types – Difference between 303 Rifle, .410 Musket and 7.62 mm SLR	2
2.	Stripping - Names of the parts and Assembling	2
3.	Sight setting	2
4.	Care and cleaning	2
5.	Loading and unloading	2
6.	Lying position and Hold	2
7.	Aiming – I – Range and figure target	2
8.	Trigger control	2
9.	Firing a shot	2
10.	Aiming II – Alterations of sight	1
11.	Bolt manipulation	1
12.	Demonstration of topics 1-11 by trainees	4
	Sub-Total Duration	24
9 mm Pistol		
1.	Introduction, inspection of the Pistol, Safety precautions, Stripping – Names of the parts and Assembling. Drawing and returning the Pistol.	4
2.	Care and cleaning, Loading and Unloading, Loading of the Magazine, Unloading the Magazine, Firing Positions, Make safe, Stoppages Immediate Action.	5

3.	Demonstration of topics 1-2 by trainees	3
Sub-total Duration		12
AK 47		
1.	Introduction, orientation, general data – characteristics - limitations	2
2.	Stripping - Names of the parts and Assembling, Care and Cleaning.	4
3.	Loading and Unloading, firing positions and carrying positions, stop-pages and immediate action.	3
4.	Demonstration of topics 1-3 by trainees	3
Sub- total Duration		12
7.62 mm SLR		
1.	Introduction, characteristics, general description and data	1
2.	Stripping-Names of the parts and Assembling	2
3.	Care and Cleaning	2
4.	Loading and Unloading – Aiming-Holding and Sight setting – Carrying positions	2
5.	Firing a shot – Stoppages and immediate action	2
6.	Demonstration of topics 1-5 by trainees	3
Sub-total Duration		12
Total Duration		60

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Outdoor
Module No.	:	OD-7
Module Title	:	Firing Practice
Duration	:	34 Periods (One Period – 45 minutes)
Medium of Instruction	:	English / Hindi

Sl. No.	Topics/items	Periods
1.	303 Rifle	8
2.	9 mm Pistol	8
3.	AK 47	10
4.	7.62 mm SLR	8
Total		34

Training Manual Title : Training Manual for the Basic Course for Prison Warders

Module Category : Outdoor

Module No. : OD-8

Module Title : Unarmed Combat and Self-defence Techniques

Duration : 50 Periods (One Period – 45 minutes) English / Hindi

Sl. No.	Topics/items	Periods
1.	Unarmed Combat & Self-defence Techniques	50
Total Duration		50

Training Manual Title : Training Manual for the Basic Course for Prison Warders

Module Category : Outdoor

Module No. : OD-9

Module Title : Additional Skills and Fitness Training

- **Wireless communication**
- **Games**
- **Yoga/Meditation**
- **Driving**
- **Swimming**

Duration : 115 Periods (One Period – 45 minutes)

Medium of Instruction : English / Hindi/ Other Desirable Mode

Sl. No.	Topics/items	Periods
Wireless Communication		
1.	Use of communication devices – walkie-talkies, wireless sets, etc	15
Games		
1.	Games of choice (Compulsory)	40
Yoga/Meditation		
1.	Basics of Meditation and Yoga	20
Driving		
1.	Driving: Theory & Two Wheeler Practical Classes	10
2.	Driving: Theory & Four Wheeler Practical Classes	20
Swimming		
1.	Basic Swimming Skills	10
Total Duration		115

1. Training Module for Field Visits:

Training Manual Title : Training Manual for the Basic Course for Prison Warders

Training Phase : I

Module Title : Field Visit

Duration : 10 days

**Medium of Instruction/ : English/Vernacular of the State
Report Making**

2. Introduction to the Module

i. Field visits are included with the following objectives:

- a. Give the trainees an exposure to the real nature and functioning of prisons and other allied institutions such as police stations, courts, juvenile justice institutions, mental health centres, etc.
- b. Help them understand the working of such institutions and also provide them an opportunity to interact with the officials working there.

ii. Instructions regarding the Field Visits: The trainees are required to submit field visit reports upon completion of such visits.

iii. The report should contain the following details of the visited institution;

- a. Introduction about the institute
- b. Origin and history of the institute (if applicable)
- c. Key functions of the institute
- d. Administrative hierarchy of the institute
- e. Infrastructure (Total area, No. of buildings / blocks / sections / wings / departments etc.)
- f. Statistics, if any
- g. No. of programmes run by the institute, if any

iv. Apart from the above details, reports on visits to prison institutions should contain the following additional information;

- a. Industries in the prison;
- b. Agricultural work, prison gardens, etc.;
- c. Prison products and outlets;
- d. Details of reformation and rehabilitation programmes, etc.;
- e. Trainees' own opinion on the visit and about the institution;
- f. Key learning points.

The following are the important institutions suggested for inclusion in the field visit module:

Sl. No.	Institutions	Duration
1.	Central Prison	1 day
2.	Special Prison for women / Open Prison	1 day
3.	Borstal School	½ day
4.	District Jail, Sub-Jail etc.	½ day
5.	Mental Health Centre/ Prisoners Ward in a General Hospital	½ day
6.	Juvenile Justice Board and Child Welfare Committee/ Special Home / Aftercare Home	½ day
7.	District Police Office and District Crime Records Bureau / Police Control Room	½ day
8.	One-Stop Crisis Centre	½ day
9.	Armed Reserve Police Camp / Police Station (including Juvenile Police Unit) / Police Training School	½ day
10.	Forensic Science Laboratory/ Regional Probation Office	½ day
11.	District Magistrate's Office	½ day
12.	Fire and Rescue Services Station (Demonstration of Fire Fighting Equipments)	½ day
13.	NGOs working in Prisons	½ day
14.	District Court, CJM Court, Human Rights Court, etc	½ day
15.	District Legal Services Authority or Taluka Legal Services Committee / Office of the Public Prosecutor	½ day
16.	State Human Rights Commission	½ day
17.	Any other institutions, as deemed relevant	1 day
Total Duration		10 days

Training Modules for Specialised Short-term Programmes

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Specialised Short-term Programme
Module No.	:	SSP-1
Module Title	:	Personality Development
Duration	:	2 Days
Medium of Instruction	:	English

Overview:

- i. This module is specifically designed to cater to the demands of a training course on personality development, organized for Warders working in the department and the key objective is to improve their functional efficiency.
- ii. When effectively operationalised, the module topics should ensure that participants are given adequate opportunity to gain skills that will improve their personality and functional efficiency.

Sl. No.	Topics/Session	Duration
1.	Communication Skills	1.5 hrs
2.	Interpersonal Relations and Conflict Management	1.5 hrs
3.	Group Dynamics and Team Building	1.5 hrs
4.	Motivation Skills	1.5 hrs
5.	Etiquette	1.5 hrs
6.	Time Management	1.5 hrs
7.	Stress Management	1.5 hrs
8.	Enhancing the Power of the Mind and Positive Thinking	1.5 hrs
Total		12 hrs

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Specialised Short-term Programme
Module No.	:	SSP-2
Module Title	:	Prison Emergencies and their Management
Duration	:	3 Days
Medium of Instruction	:	English

Overview:

- i. The main objective of this programme is to learn about emergency situations in prisons and to inform the trainees of the importance of and methods for developing a strategic framework to effectively deal with such situations.
- ii. Emergency incidents such as riots, mass escapes, hostage-taking, assaults on staff and inmates, suicides, inmate agitations, etc., are key challenges for prisons.

Sl. No.	Topics/Session	Duration
1.	Safety and security in prisons: An overview of Prison Emergencies	1 hr
2.	Hostage situations	2 hrs
3.	Escapes and outbreaks	2 hrs
4.	Fire accidents	1 hr
5.	Deaths and other medical emergencies in prisons (including self-harm)	3 hrs
6.	Hunger strikes and mass agitations	2 hrs
7.	Riots, inmate clashes and assault on staff - Dealing with formation of groups/ gangs	3 hrs
8.	Escorting and Transportation of Prisoners-Dealing with high risk offenders in prisons	2 hrs
9.	Prison incidents: Dynamic security, Staff accountability and Legal implications- procedures to be followed after occurrence of incidents like preservation of evidence, intimation, enquiry, etc.	2 hrs
10.	Developing a strategic framework to deal with prison emergencies	2 hrs
Total		20 hrs

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Specialised Short-term Programme
Module No.	:	SSP-3
Module Title	:	First Aid and CPR
Duration	:	One Day
Medium of Instruction	:	English/Vernacular of the State

Overview:

- i. Medical emergencies can happen anytime in prisons. People are injured in situations like falls or accidents, or they develop sudden illnesses, such as heart attacks or strokes.
- ii. Prison Warders are in charge of prisoners and they will be called upon to deal with an emergency situation.
- iii. This short-term programme is intended to provide the basic knowledge and skills required to deal with a medical emergency at their level.

Sl. No.	Topics/Session	Duaration
1.	Before giving care and checking an injured or ill person- Cardiac Emergencies and CPR – Other Emergencies – Choking; electric Shock; Poisoning (Artificial, Animal bites and stings, Plants etc.); Lightning; Falling; Wounds, Fractures and Burns, etc.	3 hrs
2.	Demonstration of various first aid/ CPR methods and hands-on sessions.	3 hrs
Total		6 hrs

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Specialised Short-term Programme
Module No.	:	SSP-4
Module Title	:	Building Maintenance and Electrical Safety
Duration	:	One Day
Medium of Instruction	:	English/Vernacular of the State

Overview:

- i. Building maintenance includes general repairs to buildings and preventive maintenance of systems and equipment.
- ii. Prison Warders should know about basic building maintenance. They have to make sure that prison buildings, walls and other structures are in good condition in order to ensure their own and the prisoners' safety as well as to prevent escapes and accidents. Safe measures to prevent electricity related accidents are also required.
- iii. Electricity has long been recognized as a serious workplace hazard. Necessary precautions must be taken by Warders to protect themselves and inmates from dangers such as electric shocks, electrocution, fires, and explosions.
- iv. However, all major breakdowns of electricity and hazardous building maintenance will not be attempted by the Warders/ Prison staff.
- v. This specialized session is intended to provide them the basic knowledge and skills in these subjects.

Sl. No.	Topics/Session	Duration
1.	Basics of building maintenance: General repairs – Preventive maintenance, etc.	3 hrs
2.	Electricity: Safety Measures; Precautions; Do's and Don'ts, etc.	3 hrs
Total		6 hrs

Training Manual Title : **Training Manual for the Basic Course for Prison Warders**

Module Category : **Specialised Short-term Programme**

Module No. : **SSP-5**

Module Title : **Basic Skills in Horticulture, Agriculture and Veterinary Activities**

Duration : **One Day**

Medium of Instruction : **English/Vernacular of the State**

Overview:

- i. One of the major responsibilities of the prison Warders is to supervise and guide prisoners who are engaged in horticulture, agriculture and dairy management activities, etc.
- ii. Warders should be provided with the basic skills and knowledge in these fields.
- iii. This specialized session is intended to provide them the basic knowledge and skills in these subjects.

Sl. No.	Topics/Session	Duration
1.	Horticulture and Gardening Management in Prisons	2 hrs
2.	Agriculture Management in Prisons	2 hrs
3.	Veterinary, Poultry and Livestock Management in Prisons	2 hrs
Total		6 hrs

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Module Category	:	Specialised Short-term Programme
Module No.	:	SSP-6
Module Title	:	Basic Skills in Electrical Repair, Plumbing, RO Plant, Vehicle Maintenance etc.
Duration	:	Two Days
Medium of Instruction	:	English/Vernacular of the State

Overview:

- i. Failures of electrical equipment, power supply, water supply, drainage system, etc., are common incidents in every prison. Considering the closed nature of prisons, even minor faults in the above areas can cause serious problems.
- ii. On many occasions, the prison Warders themselves can/need to attend to such minor issues and rectify faults. Therefore, it is necessary that prison Warders be provided with the basic skills in electrical repair, plumbing, RO Plant maintenance, etc.
- iii. Warders are expected to have some basic knowledge of vehicle maintenance.
- iv. This specialized session is intended to provide them the basic knowledge and skills in these subjects.

Sl. No.	Topics/Session	Duration
1.	Basic Skills in Electrical Repairs, Operating Generators, etc.	3 hrs
2.	Basic Skills in Plumbing, Water Supply Management, etc.	3 hrs
3.	Basic Skills in RO Plant Operation and Maintenance, etc.	3 hrs
4.	Basic Skills in Vehicle Maintenance, etc.	3 hrs
Total		12 hrs

Introduction to Phase - I: Stage - II of Training

- i. Stage-II of the Basic Training will be of one-month duration.
- ii. In this stage, examinations, evaluation, practice of the passing-out parade, etc., will be conducted.
- iii. A general Module is given below:

Module for Examinations, Evaluation and the Passing-out Parade - Allocation of Days

Sl. No.	Purpose	No. of Days Allotted
1.	Firing test / examination	2 days
2.	Outdoor examination	2 days
3.	Written examination for indoor modules	5 days
4.	Ceremonial parade practice (POP)	14 days
5.	Passing Out Parade	1 day
Total Number of Days		24 days

Introduction to Phase - II: of Training:

- i. Trainees should have acquaintance with the operational areas and responsibilities they are going to undertake on completion of their training.
- ii. This Second Phase of training, i.e., Institutional Attachment, will help them gain exposure to the field of prisons work.
- iii. This is also a module for application of the knowledge imparted to them through the theoretical training during the First Phase of Training.
- iv. During the Institutional Attachment period, the trainee Warder will be assigned to different types of prisons, from Sub Jails to Central Prisons, for a prescribed duration. During this period, the trainee will remain under the administrative control of the Training Institute.
- v. The responsibility of daily supervision and guidance for the trainees will be entrusted to the Head of the respective institutions identified for attachment of the trainees.
- vi. On completion of such field attachment, the Training Institute may seek a report from the Heads of those institutions for assessing the trainees, their field performance and review of the work undertaken by them.

Training Module for Institutional Attachment:

Training Manual Title : Training Manual for the Basic Course for Prison Warders

Training Phase : II

Module Title : Institutional Attachment

Duration : 50 Days

Medium of Instruction : English/Vernacular of the State

Days	Programme	Duration
1 st - 2 nd days	<ul style="list-style-type: none"> ▪ Commencement of the attachment at the Central Prison/ District Prison. ▪ Meeting with the Superintendent and other senior officers. ▪ General orientation about prisons and Warders' routine duties, kitchen duties, etc. 	2 days
3 rd - 5 th days	<ul style="list-style-type: none"> ▪ Attachment with the Prison staff for supervision of Barracks. 	3 days
6 th - 9 th days	<ul style="list-style-type: none"> ▪ Attachment for Locking up and Unlocking. 	4 days
10 th - 12 th days	<ul style="list-style-type: none"> ▪ Attachment for Census / Head counting procedures, bar testing, etc. 	3 days
13 th - 15 th days	<ul style="list-style-type: none"> ▪ Attachment to High Security Blocks 	3 days

16 th - 17 th days	<ul style="list-style-type: none"> Attachment to learn operations of video conferencing, operation of CCTVs, Control room etc 	2 days
18 th - 23 rd days	<ul style="list-style-type: none"> Attachment for Main Gate Operations: Admission procedures; frisking and search; sentry duty; operation of gadgets such as scanners, metal detectors, etc. 	6 days
24 th - 27 th days	<ul style="list-style-type: none"> Attachment for the Kitchen and Food Supply Operations: Supervision and distribution of food, articles for cooking, etc; maintenance of hygiene; cleaning of vessels; safe storage and operation of cooking equipment such as gas cookers, cylinders, other machineries, refrigerators, etc. 	4 days
28 th - 31 st days	<ul style="list-style-type: none"> Attachment to Prison Industries: Escorting prisoners for work; Supervision of their work; Care and custody of tools, property, equipment, Prison product outlets, etc. 	4 days
32 nd - 34 th days	<ul style="list-style-type: none"> Attachment for Interview Supervision: Search of visitors; verification of articles brought by visitors for inmates; management of inmates waiting for interviews 	3 days
35 th day	<ul style="list-style-type: none"> Attachment for Visitors Management System operations. 	1 days
36 th - 38 th days	<ul style="list-style-type: none"> Attachment with the Prison Hospital : Control of inmates (Out-Patient); supervision of inmates admitted in hospital; escorting prisoners referred to hospitals outside the prison, etc. 	3 days
39 th day	<ul style="list-style-type: none"> Attachment for Central Tower duties. 	1 day
40 th - 41 st days	<ul style="list-style-type: none"> Attachment to the Prisoners' Canteen. 	2 days
42 nd - 43 rd days	<ul style="list-style-type: none"> Attachment for night patrol duties 	2 days
44 th - 45 th days	<ul style="list-style-type: none"> Attachment for recreational and welfare related activities: Control and discipline in areas such as the library; school; Cultural and recreational activities; play ground, etc. 	2 days
46 th - 49 th days	<ul style="list-style-type: none"> Attachment with the District Magistrate's Office; District SP's Office; Courts; Office of the Public Prosecutor, etc. 	4 days
50 th day	<ul style="list-style-type: none"> Briefing by the Superintendent and completion of field attachment. 	1 day
Total Duration		50 days

Introduction to Phase - III of Training:

Debriefing on Institutional Attachment:

- i. It is desirable to conduct at the place of attachment/ headquarters, a 2-week long Phase-III to be included as the last part of the Basic Training for Prison Warders.
- ii. On completion of Phase-II of training, i.e., Institutional Attachment, the trainee Warders will report at the place of attachment/headquarters for Debriefing.
- iii. This Phase is not mandatory but desirable.

Training Module for Debriefing on Institutional Attachment:

Training Manual Title	:	Training Manual for the Basic Course for Prison Warders
Training Phase	:	III
Module Title	:	Debriefing on Institutional Attachment
Duration	:	2 weeks (12 working Days) *
Medium of Instruction	:	English/Vernacular of the State

Days	Programme	Duration
1 st day	<ul style="list-style-type: none"> ▪ Reporting for Phase-III ▪ Orientation about Phase-III 	1 day
2 nd day	<ul style="list-style-type: none"> ▪ General overview of Institutional Attachment and Submission of Reports (own reports about institutional attachment and report from the Supervising Officer). 	1 day
3 rd - 4 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Central Prison 	2 days
5 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the District Prison. 	1 day
6 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Open Prison. 	1 day
7 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with the Special/ Sub Jail 	1 day
8 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with Police Institutions 	1 day
9 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with Judicial Institutions 	1 day
10 th – 11 th day	<ul style="list-style-type: none"> ▪ Debriefing on Attachment with other Institutions 	2 days
12 th day	<ul style="list-style-type: none"> ▪ Conclusion of Phase-III 	1 day

Appendix - I

Handbook for Trainee Officers

Daily Routine for the Trainee Officers:

A. Out-door Activities

05:50 a.m	Fall in
06:00 a.m to 06:40 a.m	P.T.
06:40 a.m to 06:55 a.m	Change of Uniform
07:00 a.m to 08:00 a.m	Parade & Arms Drill
08:00 a.m to 09:00 a.m	Bath and Breakfast
05:00 p.m to 06:00 p.m	Karate / Games /Yoga / Driving etc.,

Note:

1. Outdoor activities shall commence at 6.00 a.m. during summer and 6.30 a.m. during winter.

B. Indoor Activities

09:00 a.m to 09:50 a.m	Library
10:00 a.m to 11:30 a.m	First session
11:30 a.m to 11:45 a.m	Tea Break
11:45 a.m to 01:15 p.m	Second session
01:15 p.m to 02:00 p.m	Lunch Break
02:00 p.m to 02:30 p.m	Rest / Library
02:45 p.m to 04:15 p.m	Third session
04:15 p.m to 04:30 p.m	Evening Tea/ Coffee Break
04:55 p.m	Fall in
05:00 p.m to 06:00 p.m	Games / Karate / Yoga etc.
08:00 p.m to 9:00 p.m	Dinner
09:00 p.m /09:30 p.m (on Saturdays & Sundays) - 10:30 p.m	Roll Call

Mess Regulations

Food will be served during the following timings:

Sl. No.	Time	Mess
1.	05:30 a.m to 05:45 a.m	Bed Tea/ Coffee
2.	08:00 a.m to 09:00 a.m	Breakfast
3.	01:15 p m to 02:00 p.m	Lunch
4.	04:30 p.m to 04:45 p.m	Tea/ Coffee
5.	08:00 p.m to 09:00 p.m	Dinner

Appendix - II
Format of Field Visit / Study Tour Report

Cover Page

Name of the trainee officer	:	
Batch No.	:	
Roll No.	:	
Lecturer in charge of the visit	:	
Name of the Institute/organization	:	
Time and Date of visit	:	
Subject for which the visit is made	:	

Signature of the trainee

Appendix - III**Evaluation by the Lecturer in Charge of the Visit**

Overall comments of the lecturer about the report:

.....(E- Excellent, V.G – Very Good, G- Good,

S- Satisfactory)

Signature of the Lecturer i/c of the visit with date

Signature of the Director/Head of the
Training Institute.

Appendix - IV
Instructions for Trainees during Study Tours

- i. The trainees visiting various places on Study Tours will be directly under the control and supervision of the team leader of the group.
- ii. They will take all instructions from the officer in-charge (Team Leader) of the group, only.
- iii. The trainees shall strictly follow the timings fixed by the officer with regard to visits.
- iv. All the trainees shall stay together at places as arranged by the officer in-charge.
- v. They shall be present at the place of accommodation by 9.30 p.m. daily for roll call and 10.30 p.m. on week-ends.
- vi. Every day, one trainee will be made Duty Officer and shall assist the team leader in all matters.
- vii. The trainees should not exhibit any behaviour which will lower the image of the Institute. The trainees shall maintain a high sense of discipline and decorum during field visits, especially while meeting the Heads of Departments like the Director General of Prisons and Correctional Services, the Superintendent of Police, etc. They shall be in uniform during their official visits.
- viii. If any trainee misbehaves or disobeys and it comes to the notice of the officer in-charge he /she shall be discharged from the tour immediately by the officer in-charge with a telephonic message to the Director/ Head of the Training Institute. Severe action will be taken against the trainee concerned.
- ix. The trainees shall maintain strict discipline throughout the tour and shall maintain the prestige of the Institute, their own prestige as well as the prestige of their State.
- x. The trainee shall be in uniform on duty days and also during field visits.
- xi. The Team leader who is accompanying the group will not be responsible for any act which is in contravention of the above instructions.

Appendix - V
General Feed Back Form (Training)

1. Please rate the accommodation provided to you during your training.

Accommodation Facilities	Rating				
	Excellent	V. Good	Good	Fair	Satisfactory
Basic facilities in the hostel					
Water facilities					
Lighting facilities					
Furniture provided					
Availability of drinking water					
Hygiene					
Sanitation					
Grievance Redressal					
Recreation Facilities					
Handling of Emergencies					
Medical facilities/ Services					
Transport Facilities					

Other Comments if any: _____

2. Please rate the following provided to you during your training.

Facilities	Rating				
	Excellent	V. Good	Good	Fair	Satisfactory
Food					
Quality					
Quantity					
Hygiene					
Punctuality					
Service					
Menu					

Other Comments if any: _____

3. Please rate the class room facilities provided to you during your training.

Facilities	Rating				
	Excellent	V.Good	Good	Fair	Satisfactory
Lighting Facilities					
Seating Arrangements					
Audio-Visual Aids					
Course Material					
Course Schedule					
Whether Classes are taken as per the time table	Yes / No				

Other Comments if any: _____

4. Please rate the performance of the resource persons who took the classes

Sl. No.	Name of the Resource Person	Comment			
		Excellent	V.Good	Good	Satisfactory
1.					
2.					
3.					

5. Please record your suggestions for further development of the training programme.

.....

.....

Name /Signature of the Trainee (Optional)

Appendix - VI
Format for the Director's Assessment

Name of the Trainee:

Performance Item		Score [Excellent -5; Very Good - 4; Good - 3, Satisfactory - 2; and Poor - 1]				
Indoor Activities		5 (E)	4 (VG)	3 (G)	2 (S)	1 (P)
1.	Attendance					
2.	Punctuality					
3.	Turn-out					
4.	Behaviour with Co-trainees					
5.	Interaction with the Faculty					
6.	Leadership Qualities					
7.	Discipline					
8.	Performance During Study Tours					
9.	Performance During Field Visits					
10.	General Attitude					
Outdoor Activities						
11.	Attendance					
12.	Punctuality					
13.	Turn-out					
14.	Interest in Games & Sports					
15.	Participation In PT & Parade					
16.	General Behaviour in Outdoor Classes					
Other Activities						
17.	Behaviour in the Mess					
18.	Performance as Duty officer					
19.	Punctuality					
20.	Etiquette					
Total Score (Maximum 100 marks)						

Director

Appendix - VII
Format for Detailed Marks Statement of the Trainee Officers

Name of the Trainee :

Sl. No.	Indoor	Marks Secured	Max Marks
1.	Prison and Correctional Administration		100
2.	Criminology and Victimology		100
3.	Penology and Alternatives to Imprisonment		100
4.	Psychology		100
5.	Sociology and Social Work		100
6.	Criminal Laws and Minor Acts		100
7.	Human Rights and Good Prison Management		100
8.	Constitution of India		100
9.	Management Principles for Prison Officers		50
10.	Technology in Prison Administration		50
	Subtotal (I)		900
	Out-Door		
1.	Physical Training		30
2.	Squad Drill		30
3.	Knowledge and Ability		30
4.	Command and Control		30
5.	Sword Drill		15
6.	Lathi Drill		15
7.	Shooting		40
8.	Sports and Games		30
9.	Unarmed combat		30
	Subtotal (II)		250
Assessment			
	Internal Assessment by the Faculty		50
	Viva Voce		100
	Director's Assessment		100
	Sub-total (III)		250
	Total marks secured on completion of Phases (I+II+III)		1400
	Evaluation of the trainee during institutional attachment		100
	Total marks for final ranking		1500

Date:

Signature of the Director/Head of the Institute

Appendix - VIII**Format for Detailed Marks Statement of the Trainee Warders**

Name of the Trainee :

Sl. No.	Subject	Marks Secured	Max Marks
Indoor			
1.	Prison Manual and Rules		100 marks
2.	Basics of Criminology, Victimology and Penology		100 marks
3.	Basics of Psychology		50 marks
4.	Basics of Sociology and Social Work		50 marks
5.	Criminal Laws and Minor Acts		100 marks
6.	Constitution of India and Human Rights		50 marks
7.	Technology in Prison Administration - As required		50 marks
	Sub-Total (Indoor)		500 marks
Outdoor			
1.	Physical Training		30
2.	Squad Drill		30
3.	Knowledge and Ability		30
4.	Command and Control		30
5.	Sword Drill		15
6.	Lathi Drill		15
7.	Shooting		40
8.	Sports and Games		30
9.	Unarmed combat		30
	Sub-Total (Outdoor)		250 Marks
Assessment			
1.	Assessment by the Head of the Training Institute		50 marks
	Sub-Total (Assessment)		50 marks
Grand Total			800 marks

Date:

Signature of the Director/Head of the Institute

Appendix – IX

Handbook for Trainee Warders

Daily Routine for the Trainee Warders:

05:50 am	Fall in
06:00 am - 06:40 am	P.T.
06:40 am - 06:55 am	Change of Uniform
07:00 am - 08:00 am	Parade & Arms Drill
08:00 am - 09:00 am	Bath and Breakfast
09:00 am - 09:50 am	Library
10:00 am - 10:45 am	First period
10:45 am - 11:30 am	Second period
11:30 am - 11:45 am	Tea break
11:45 am - 12:30 pm	Third period
12:30 pm - 01:15 pm	Fourth period
01:15 pm - 02:15 pm	Lunch break
02:15 pm - 03:15 pm	Rest
03:20 pm	Fall in
03:30 pm - 04:30 pm	Karate/ Yoga/ Driving etc.
04:30 pm - 04:45 pm	Tea break
04:45 pm - 05:45 pm	Sports and Games
06:00 pm - 07:00 pm	Rest/Recreation etc
07:00 pm - 08:00 pm	Self-study
08:00 pm - 09:00 pm	Dinner
09:00 pm	Roll Call

Mess Regulations

Food will be served during the following timings:

Sl. No.	Time	Mess
1.	05:30 am to 05:45 am	Bed Tea / Coffee
2.	08:00 am to 09:00 am	Breakfast
3.	01:15 pm to 02:00 pm	Lunch
4.	04:30 pm to 04:45 pm	Tea/Coffee
5.	08:00 pm to 09:00 pm	Dinner

Handbook for Trainees and Handbook of Mess regulations should be prepared by the Training Institute.

**GOVERNMENT OF MEGHALAYA PRISONS DEPARTMENT
ORDER BY THE GOVERNOR**

NOTIFICATION

Dated Shillong the 24th September, 2020

No. PDS.12/2014/369 - In supersession of this Department's Notification No. PDS.12/2014/pt/3, dated 27.02.2020 the Governor of Meghalaya is pleased to constitute a Committee for reviewing/ updating Assam Jail Manual, 1894 as adopted by the State of Meghalaya in the light of the Model Prisons Manual, 2016 issued by the Ministry of Home Affairs, Government of India, with the following members :-

- | | | | |
|----|---------------------------------------------------------------------------------------------------------|---|-----------------|
| 1. | Chief Secretary | - | Chairman |
| | Addl. Chief Secretary/ Principal Secretary/ Commissioner & | | |
| 2. | Secretary/ Secretary to the Govt. of Meghalaya,
Home (Police) Department. | - | Member |
| | Addl. Chief Secretary/ Principal Secretary/ Commissioner & | | |
| 3. | Secretary/ Secretary to the Govt. of Meghalaya,
Prisons Department. | - | Member |
| 4. | Principal Secretary / Commissioner & Secretary/ Secretary to
the Govt. of Meghalaya, Law Department. | - | Member |
| 5. | Director General/ Inspector General of Prisons, Meghalaya,
Shillong. | - | Member/Convener |
| 6. | Shri. B.R.Rana, (Retired) IPS | - | Member |
| 7. | Shri. KarmanikSyiemtwa, (Retired)
Assistant Inspector General of Prisons. | - | Member |
| 8. | Shri. J.J. Sangma, (Retired) Superintendent, District Jail. | - | Member |

Sd-
(Shri A. Mawlong, IAS.,)
Commissioner & Secretary to the Govt. Of Meghalaya
Prisons Department

GOVERNMENT OF MEGHALAYA PRISONS DEPARTMENT ORDERS BY THE GOVERNOR**NOTIFICATION**

Dated Shillong the 8th October, 2020.

No. PDS.12/2014/376 – The Governor of Meghalaya is pleased to constitute a Sub-Committee to draft of the Meghalaya Prisons Manual with the following members :-

- | | | | |
|----|---------------------------------------------------------------------------------------|---|-----------------|
| 1. | Shri. B.R. Rana, (Retd, IPS) | - | Chairman |
| 2. | Shri. M. Kharkrang, IPS, Inspector General of Prisons, Meghalaya. | - | Member Convenor |
| 3. | Smti. Lawanda Lyndem, Under Secretary to the Government of Meghalaya, Law Department. | - | Member |
| 4. | Smti. J. J. Das, Public Prosecutor, East Khasi Hills District. | - | Member |
| 5. | Shri. K. Syiemtwa,
(Retired Assistant Inspector General of Prisons, Meghalaya) | - | Member |
| 6. | Shri. J. J. Sangma,
(Retired Superintendent, District Jail, Tura) | - | Member |
| 7. | Shri. R.K.M. Sangma,
Assistant Inspector General of Prisons, Meghalaya. | - | Member |

The terms of reference of the Sub-Committee are as follows :-

- i. The Meghalaya Prisons Manual will be drafted with reference to the Model Prisons Manual, 2016, circulated by the Government of India, citing the best practices of other States, especially that of Telangana, Assam and the Union Territory of Chandigarh.
- ii. The Sub-Committee shall complete the Draft Meghalaya Prisons Manual within 3 (three) months from the date of issue of this notification and submit the same to the Prisons Department, Government of Meghalaya.

Sd/-

(Shri. A. Mawlong, I.A.S.,)

Commissioner & Secretary to the Govt. of Meghalaya,
Prisons Department.